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STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

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OFFICIAL
Workforce Development Agency (WDA)
Policy Issuance (PI): 16-13

Date: August 9, 2016

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Director **(SIGNED)**
Office of Talent Policy and Planning

Subject: Appropriation Year (AY) 2015 Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Funding for Program Year (PY) 2016 (July 1, 2016 through June 30, 2017) High Concentrations of WIOA Eligible Youth

Programs Affected: WIOA Youth Programs Administered by MWAs

Rescissions: None

References: U.S. Department of Labor (USDOL) Training and Employment Guidance Letter (TEGL) 17-15, issued April 5, 2016

USDOL TEGL 08-15, issued November 17, 2015

USDOL TEGL 23-14, issued March 26, 2015

WDA PI 16-11, issued July 12, 2016

WDA PI 15-29, issued December 1, 2015

WDA PI 15-12, issued July 16, 2015

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

The WIOA Final Rule 20 Code of Federal Regulation Part 682, et al.

Background: The WIOA, which supersedes the Workforce Investment Act (WIA) of 1998, presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers 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, jobseekers 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 WIOA Section 129(b)(1) requires states to use a portion of the funds reserved for Statewide Activities to carry out additional activities, including activities that specifically benefit youth.

Policy:

In accordance with the WIOA Section 129(b)(1)(F), the WDA is allocating WIOA Statewide Activities funding to provide additional assistance to local areas that have a high concentration of WIOA eligible youth. The local areas selected to receive funding were chosen based upon an evaluation of 2010 census data regarding the percentage of eligible youth as compared to the total population of youth in each local service delivery area. A statewide average was then determined and any local area that exceeded the statewide average for eligible youth was selected to receive funding.

Fiscal reporting for the funds awarded in this policy issuance shall be independent from the WIOA Youth formula funding allocated for PY 2016 in WDA PI 16-11. **Carry-forward of these funds** from PY 2016 into PY 2017 **will not be permitted. Unexpended funds as of June 30, 2017, will be recaptured** by the WDA. **Administrative funding is limited to a maximum of 10 percent of the allocations** detailed in this policy issuance.

Per the WIOA Section 129(a)(4), **a minimum of 75 percent of the funds** awarded to each local area in this policy issuance **must be used** to provide workforce investment activities **for Out-of-School Youth**. *There is no ability to waive this requirement.* Compliance with this requirement is based upon a local area's adjusted award. **Local areas that fail to achieve the minimum Out-of-School Youth expenditure requirement are subject to disallowed costs.**

When a youth is enrolled as an In-School or Out-Of-School Youth, they maintain that designation throughout their participation, regardless of any change in enrollment status in education.

The 20 percent Work Experience minimum requirement does not apply to the WIOA Statewide Activities funding awarded in this policy issuance.

The funds awarded in this policy issuance are to provide additional assistance to local areas that have high concentrations of WIOA eligible youth in order to carry out the following:

- A. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, for the purpose of identifying appropriate services and career pathways for participants. A new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;
- B. Develop service strategies for each participant that are directly linked to one or more of the indicators of performance described in the WIOA Section 116(b)(2)(A)(ii), and that shall identify career pathways that include education and employment goals (including, in appropriate circumstances, nontraditional employment), appropriate achievement objectives, and appropriate services for the participant taking into account the assessment conducted pursuant to subparagraph (A), except that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program;
- C. Provide—
 - a. activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized postsecondary credential;
 - b. preparation for postsecondary educational and training opportunities;
 - c. strong linkages between academic instruction (based on State academic content and student academic achievement standards established under section 1111 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 6311)) and occupational education that lead to the attainment of recognized postsecondary credentials;
 - d. preparation for unsubsidized employment opportunities, in appropriate cases; and
 - e. effective connections to employers, including small employers, in in-demand industry sectors and occupations of the local and regional labor markets.

Further, local WIOA Youth programs must include each of the fourteen program elements listed in the WIOA Section 129(c)(2) as options available to youth participants.

Data Entry

When entering a youth into the One-Stop Management Information System (OSMIS) using these funds, please select the “Youth (Statewide (15%))” option. If regular Youth formula funds are also being used, the “Youth (Local)” option should also be selected.

Profit

Please refer to the WDA’s Procurement Policy, PI 15-12, issued July 16, 2015, or any policy replacing WDA PI 15-12, for further information regarding profit and corresponding limitations.

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 on file appropriate documentation to support each cash draw.

The USDOL 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 issuance must be reported to the 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. Local areas must submit reports in the [MARS](#). If there are any questions regarding cash requests or the submission of required expenditure reports, please call Mr. Kerry Trierweiler at 517-241-1788.

Action:

Local areas receiving an allocation as a result of this policy issuance are required to submit a plan narrative detailing the services to be provided, in accordance with WIOA Youth program design and service delivery requirements, and a description of how the planned programming relates to, and supports, the local area’s strategic plan within 30 days from the issue date of this policy to Ms. Teresa Keyton at KeytonT@michigan.gov. Please copy your assigned WIOA state coordinator on your email submission.

Local areas must also submit a Budget Information Summary (Attachment B) within 30 days from the issue date of this policy. The Budget Information Summary should be submitted to Ms. Keyton as well, with a copy to your assigned WIOA state coordinator.

Local areas are also required to submit one signed Approval Request form (Attachment A), with original signatures from the Chief Elected Official(s), Workforce Development Board Chair, or their designee(s), in accordance with WDA PI 15-29. Approval Request forms must be submitted within 30 days from the issue date of this policy issuance to:

Workforce Development Agency
Office of Talent Policy and Planning
Victor Office Center
201 North Washington Square, 5th Floor
Lansing, MI 48913

Inquiries: Questions regarding this policy issuance should be directed to your WIOA state coordinator.

This policy issuance is available on the [WDA's website](#). Please contact Ms. Teresa Keyton at 517-335-5858 or via email if you require assistance.

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 for details.

Expiration

Date: June 30, 2017

JB:CM:tk
Attachments

Approval Request Form Instructions

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Plan Title(s): Enter the appropriate title(s) for the plan being submitted.
4. Policy Issuance Number: Enter the Policy Issuance number that the Approval Request form covers.
5. Plan Period: Identify the program period covered by this plan.

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).

APPROVAL REQUEST

1. Michigan Works! Agency (MWA):	2. MWA Number:
3. Plan Title(s): High Concentrations of WIOA Eligible Youth	
4. Policy Issuance Number: 16-13	5. Plan Period: July 1, 2016- June 30, 2017

THE CHIEF ELECTED OFFICIAL(S) AND WORKFORCE DEVELOPMENT BOARD (WDB)
HEREBY REQUEST APPROVAL OF THIS DOCUMENT

Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
Authorized Chief Elected Official	Date
WDB Chairperson	Date

BWT-344 (5/09)

The Workforce Development Agency (WDA), 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.

**Budget Information Summary (BIS) Instructions
Workforce Innovation and Opportunity Act (WIOA)
High Concentrations of WIOA Eligible Youth**

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., 07/01/16 to 06/30/17.

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.

Total Appropriation Year (AY) Funding: The aggregate total of the July and October allocations. The excel spreadsheet will automatically calculate.

Section III - Current AY Planned Expenditures by Cost Category

Administration: Enter the amount of the grant to be used for local administration. Not more than 10 percent of the total allocation may be used for administration.

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

Out-of-School Youth (OSY): Enter the amount of the allocation planned for Out-of-School Youth. At least 75% of the adjusted award* must be used to provide services to Out-of-School Youth. For Program Year 2015 (July 1, 2015 – June 30, 2016) only, local areas may expend less than 75% on Out-of-School Youth as long as expenditures are in compliance with the requirements of Training and Employment Guidance Letter 23-14, issued March 26, 2015, and any additional guidance issued by the WDA.

Total Planned Costs: The excel spreadsheet will automatically calculate all of the total planned costs entered for the grant.

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 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.

**High Concentrations of WIOA Eligible Youth
Program Year 2016 Allocations**

Michigan Works! Agency	Allocation
Berrien/Cass/Van Buren	\$0
Capital Area	\$6,931
Detroit Employment Solutions	\$16,373
Great Lakes Bay	\$7,476
GST Michigan Works	\$7,043
Macomb/St. Clair	\$0
Northeast	\$0
Northwest	\$0
Oakland County	\$0
Region 7B	\$0
SE Michigan Consortium	\$0
SEMCA	\$0
Southwest	\$6,449
UPWARD Talent Council	\$3,183
West Central	\$2,545
West Michigan Works	\$0
Total	\$50,000