



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEPHANIE BECKHORN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 19-16

Date: May 29, 2019

To: Michigan Works! Agency (MWA) Directors

From: Marcia Black-Watson, Division Administrator **SIGNED**
Industry Engagement

Subject: Apprenticeship Success Coordinators (ASC) Continuation Funding and Innovation Grants

Programs

Affected: Workforce Innovation and Opportunity Act (WIOA) Funding for Apprenticeship Success Coordinators

References: The National Apprenticeship Act, 50 Stat. 664; 29 U.S.C. 50

Workforce Innovation and Opportunity Act of 2014,
Public Law 113-128 (29 United States Code Section 3101, *et. seq.*)

WIOA Final Rule, 20 Code of Federal Regulations Parts 603, 651-654, 658, 675, and 679-688, Published August 19, 2016

Training and Employment Guidance Letter No. 13-16, Guidance on Registered Apprenticeship Provisions and Opportunities in the Workforce Innovation and Opportunity Act (WIOA)

Public Act 107 of 2017 (FY 2017-18 General Omnibus Appropriation Act)

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

Michigan Registered Apprenticeships Funding and Resources Guide

PI: 15-12 Procurement

Rescissions: None

Background: Registered Apprenticeship (RA) plays an essential role in growing the economy by providing a structured, systematic, credential approach to workforce development based on national industry standards. Michigan currently ranks in the top 10 states for active Registered Apprentices and RA programs. The

Workforce Development Agency (WDA) recognizes RA as a proven solution for addressing the state's talent shortages and skill gaps within in-demand industries and occupations to better meet employer needs. The United States Department of Labor State Apprenticeship Accelerator and Expansion grants awarded in 2016 to state agencies, including the WDA, to expand RA networks and systems proved to be highly successful. The awards demonstrated that state workforce agencies and their partners, such as the Michigan Works! system, are key to developing RA programs that operate as a sustainable, statewide system.

In order to support Michigan's continued RA expansion through the workforce development system, PI: 17-02, dated January 12, 2017, established and supported the full-time Apprenticeship Success Coordinator (ASC) function in each of the 16 Michigan Works! Agencies (MWAs) statewide. Funded with \$500,000 in U.S. Department of Labor Workforce Innovation and Opportunity Act (WIOA) discretionary funds and \$100,000 in State Apprenticeship Accelerator Grant funds distributed equally to all MWAs, the local ASC function successfully cultivated over 1,200 new RA within in-demand industries and occupations over a 25-month period.

Policy:

This policy provides continued support of the Apprenticeship Success Coordinator function through additional allocated funding and an Innovation Grant opportunity to cultivate at least 764 new Registered Apprentices through July 31, 2020.

To enhance current apprenticeship expansion efforts and avoid any duplication of efforts, the ASC will maintain a high level of communication and coordination with the WDA and United States Department of Labor (USDOL) Office of Apprenticeship (OA). ASCs will serve as an extension of Michigan's USDOL/OA while adhering to agreed upon guidelines and protocol. To ensure consistency statewide, Michigan USDOL/OA will provide training, including:

- Standards of RA
- Types of RA
- Reporting and Data Tracking
- Promotion and Outreach

ASCs will schedule joint employer visits with Michigan USDOL/OA, inviting them to present to prospective employer sponsors, and facilitate company referrals when technical assistance is warranted.

Allocations

In order to support continued ASC activities, this policy distributes \$250,000 in WIOA Statewide Activities Funding, \$150,000 State Apprenticeship Expansion Continuation Grant funding, and \$200,000 Penalty and Interest funding for a total of \$600,000.

MWAs may charge up to five percent administrative costs on the WIOA Statewide Activities and Penalty and Interest funding allocations. Administrative

costs are not allowed for the allocations of USDOL State Apprenticeship Expansion Continuation Grant funding.

Administrative Costs

The costs associated with performing activities or functions that are not related to the direct provision of services to program participants are administrative costs. Examples include:

- Accounting, cash management, budget, procurement, personnel, payroll, property management, audit, and general legal services functions.
- Coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports and developing systems and procedures, including information systems, required for those functions.
- Oversight and monitoring activities, depending on whether the activity being monitored is administrative or programmatic in nature.
- The costs of supplies and equipment used for administrative functions or activities and the cost of staff that performs and/or supervises administrative functions or activities.

Please see Attachment A for formula funding allocations.

ASC Innovation Grants

This PI also makes available an Innovation Grant opportunity exclusive to ASCs. The WDA seeks to secure advanced RA strategies that support creative and innovative solutions to enhance RA expansion. Each local workforce area has the opportunity to request additional funding to expand upon strategies used by the local ASC to cultivate new RA opportunities including the adaption of promising practices gleaned from the initial ASC work, and prior performance and accomplishments.

Specific examples include, but are not limited to, the following activities:

- Establishing the apprenticeship intermediary function;
- Evolving existing time-based RA programs into competency-based programs;
- Developing first time non-traditional industry apprenticeship programs;
- Developing and/or identifying interim credentials; and
- Expanding RA to underrepresented populations, including youth, veterans, returning citizens, individuals considered to be among the Asset Limited, Income Constrained, Employed (ALICE) population, and other.

The WDA is making \$150,000 available in Penalty and Interest funding for ASC Innovation Grants through July 31, 2020. The WDA anticipates awarding a minimum of three (3) grants. This ASC Innovation Grant funding is exclusive of the funding allocation identified on Attachment A.

Grant awards will be made using an application process. See Attachment G for the ASC Innovation Grant Application and corresponding instructions. The application process requires the submission of a formal work plan and budget. The deadline for application submission is Friday, June 28, 2019 (5:00 PM), subject to the availability of funding. These documents must be submitted electronically to MICA@michigan.gov.

ASC Innovation Grant Application Schedule	
DATE	ACTIVITY
Wednesday, May 1, 2019	ASC Innovation Grant Application Released
Friday, June 28, 2019 (5:00 PM)	Submission Deadline
Friday, July 26, 2019	Awardees Notified
Thursday, August 1, 2019 – Friday, July 31, 2020	Grant Performance Period

Use of Funds

All funds shall be fully expended by July 31, 2020. No carry-forward of any unexpended ASC funds is allowed. The WDA reserves the right to recapture any unspent funds

Funding for ASCs 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.

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. The USDOL Employment and Training Administration requires all grantees to report all financial transactions on a full accrual basis. Accrued expenditures are costs incurred by the MWA 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 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.

MWAs must submit reports in the MARS (<http://www.michigan.deleg-mars.org>). If there are any questions regarding cash requests or the submission of required expenditure reports, please call Ms. Marilyn Carey at 517-241-6742.

Apprenticeship Success Coordinator Activities

MWAs must use this funding for the continuation of development and implementing 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 ASCs 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 employer-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 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.

ASCs 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 program registration, recruitment and administration. This model of utilizing ASCs 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, ASCs have the following primary responsibilities:

- Foster and establish sustainable RA programs in their areas;
- Assist employers and employer-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. ASCs 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 Going PRO Talent Fund (Talent Fund); Michigan Advanced Technician Training Program (MAT²); Veteran Affairs approved RA; WIOA Adult, Dislocated Worker, and Youth Programs; Trade Adjustment Assistance (TAA); Partnership. Accountability. Training. Hope (PATH).; 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 attend conference calls convened by the state RA leads from WDA;

- Attend Apprenticeship Learning Network (ALN) modules. The ALN will provide ASCs 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 Career and Education Advisory Council strategies and approaches.
- While ASCs primarily focus on assisting employers with their RA needs, ASCs will also seamlessly engage local service providers to identify and engage potential Registered Apprentices. Recruiting under-represented populations (individuals with disabilities, persons of color, returning citizens, veterans, women and youth) 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.

National Apprenticeship Week

National Apprenticeship Week (NAW) is a country-wide celebration that offers leaders in business, labor, education, and other critical partners a chance to demonstrate their support for Registered Apprenticeship. NAW also gives apprenticeship sponsors the opportunity to showcase their programs, facilities, and apprentices in their community. The week-long event highlights the benefits of apprenticeship in preparing a highly-skilled workforce to meet the talent needs of employers across diverse industries.

ASCs are to host or participate in two (2) or more events during NAW. Examples of ways to host or participate include:

- Apprentice Graduations
- High School Career Fairs
- Skills Competitions
- Virtual Webinars
- Business Open Houses
- Apprenticeship Signing Days
- Industry Roundtables

Target ASC Goals

Statewide ASC goals for expanding RA in Michigan and increasing the engagement of underrepresented populations (especially women, youth, veterans, persons of color, and WIOA eligible participants) in RA by July 31, 2020 are:

- Increase the statewide number of new RA by 764 Registered Apprentices, which accounts for 15 percent of the base Registered Apprentices associated with Michigan's State Apprenticeship Expansion Continuation Grant.
- Increase the number of underrepresented populations engaged in RA by at least 15 percent, specifically:

- Increase the number of women engaged in RA at least 15 percent or 85 more women;
- Increase the number of youth engaged in RA at least 15 percent or 350 more youth;
- Increase the number of veterans engaged in RA at least 15 percent or 70 more veterans;
- Increase the number of persons from communities of color engaged in RA at least 15 percent or 110 more persons of color;
- Increase the statewide number of WIOA customers with “Apprenticeship Training” activities by at least 41 more customers.

Please see Attachment D for Target ASC Goals by Michigan Works! Agency.

Reporting

Bi-Monthly Expansion Grant Check-In Calls

In partnership with the USDOL/OA, the WDA convenes bi-monthly check-in calls with the ASCs to discuss state and local performance; federal, state, and local updates, highlight promising and best practices, and deliver technical assistance information. ASCs should attend each bi-monthly check-in call. The schedule is as follows:

ASC	Bi-Monthly	Meetings	Schedule
<i>(All calls are scheduled from 2:00 – 3:00 p.m. on the second Tuesday of every other month.)</i>			
DATE		TIME	
Tuesday, June 11, 2019		2:00 – 3:00 p.m.	
Tuesday, August 13, 2019		2:00 – 3:00 p.m.	
Tuesday, October 15, 2019		2:00 – 3:00 p.m.	
Tuesday, December 10, 2019		2:00 – 3:00 p.m.	
Tuesday, February 11, 2020		2:00 – 3:00 p.m.	
Tuesday, April 14, 2020		2:00 – 3:00 p.m.	
Tuesday, June 9, 2020		2:00 – 3:00 p.m.	

ASC Quarterly Performance Report

MWAs must complete and submit the ASC Quarterly Performance Report (QPR) with Registered Apprentice Performance Data electronically to the Industry Engagement Team at MICA@michigan.gov, within 30 days after the end of the reporting quarter. Subsequent QPRs are due as follows:

ASC	Quarterly	Performance	Report	Schedule
<i>(QPRs are due within 30 days after the end of the reporting quarter.)</i>				
DUE DATE		PERIOD COVERING		
Tuesday, July 30, 2019		January 1 – June 30, 2019		

ASC	Quarterly	Performance	Report	Schedule
<i>(QPRs are due within 30 days after the end of the reporting quarter.)</i>				
DUE DATE		PERIOD COVERING		
Wednesday, October 30, 2019		July 1 – September 30, 2019		
Thursday, January 30, 2020		October 1 – December 31, 2019		
Thursday, April 30, 2020		January 1 – March 31, 2020		
Thursday, July 30, 2020		April 1 – June 30, 2020		
Wednesday, September 30, 2020		July 1 – July 31, 2020		

The last QPR and Final Report for the quarter ending July 31, 2020 (report covering July 1 – July 31, 2020), must be submitted no later than 60 days after the end of the spending period. The Final Report should include a summary of performance activities and RA expansion impact within each local workforce area.

The QPR must focus on quarterly progress toward the expansion of RA, including:

- New Registered Apprentices;
- Increased engagement of underrepresented populations in RA;
- Employer engagement efforts as described in the Apprenticeship Outreach Reporting section below; and
- Overall accomplishments of the ASC during the reporting period.

Please see Attachment E for the QPR Template.

Individual Participant Forms

ASCs that provide support in establishing new Registered Apprentices must demonstrate performance through the submission of an Individual Participant Form (IPF) for each new Registered Apprentice. IPFs are to be submitted with the QPRs, which are due 30 days after the end of each reporting quarter. IPFs report the following information:

- First name
- Last name
- Age
- Employer sponsor
- Gender
- Age category
- Veteran status
- Ethnicity and Race
- Grantee information
- Services provided to the participant (including funding sources)

Please see Attachment F, Individual Participant Form.

Apprenticeship Outreach Reporting

Through industry and employer engagement efforts, ASCs must work to identify formalized registered apprenticeship and unregistered apprenticeship programs (i.e., those employer apprenticeship programs not formally recognized by

USDOL and associated apprentices in the state) and include a description of these efforts as part of their QPR submissions. This information will help create new leads for Michigan Works! Agencies to pursue, as well as support the USDOL's broader efforts to document the overall apprenticeship footprint within states and the country. Please see Attachment H, Apprenticeship Outreach Reporting Template to be submitted with the QPRs, which are due 30 days after the end of each reporting period.

Action: MWAs shall prepare and submit a signed Approval Request Form (Attachment B) and a Budget Information Summary (Attachment C) for each of the three funding streams to the WDA within 30 days from the issue date of this policy. These documents must be submitted electronically to MICA@michigan.gov.

Local areas are required to submit a BIS within 30 days from the issue date of this policy for each of the ASC program allocations detailed in this policy. The Budget Information Summaries should be submitted electronically to MICA@michigan.gov.

The WDA will issue three separate Grant Action Notices (GANs) for the program allocations distributed via this policy.

Inquiries: Questions regarding this policy should be directed to the Industry Engagement Team at MICA@michigan.gov.

This policy is available for downloading from the [WDA's website](#).

The information contained in this policy will be made available in alternative formats (large type, audio tape, etc.) upon request to this office. Please contact Ms. Anita Scott by telephone at 517-241-9873 or by email at ScottA@michigan.gov for details.

Expiration

Date: July 31, 2020

MBW:KC:as

APPRENTICESHIP SUCCESS COORDINATOR ALLOCATIONS

MWA	Appropriation Year 2018 WIOA Statewide Activities Allocations	Program Year 2017 State Apprenticeship Expansion Continuation Grant Allocations	Appropriation Year 2018 Penalty and Interest Allocations	Total Apprenticeship Success Coordinator Allocations
Berrien/Cass/Van Buren	\$15,625	\$9,375	\$4,550	\$29,550
Capital Area	\$15,625	\$9,375	\$11,907	\$36,907
Detroit Employment Solutions Corp.	\$15,625	\$9,375	\$16,383	\$41,383
GST	\$15,625	\$9,375	\$17,935	\$42,935
Great Lakes Bay	\$15,625	\$9,375	\$8,410	\$33,410
Macomb/St. Clair	\$15,625	\$9,375	\$19,451	\$44,451
Northeast	\$15,625	\$9,375	\$2,280	\$27,280
Northwest	\$15,625	\$9,375	\$5,682	\$30,682
Oakland County	\$15,625	\$9,375	\$31,953	\$56,953
Region 7B	\$15,625	\$9,375	\$1,994	\$26,994
SE Michigan Consortium	\$15,625	\$9,375	\$15,095	\$40,095
SEMCA	\$15,625	\$9,375	\$19,256	\$44,256
Southwest	\$15,625	\$9,375	\$10,436	\$35,436
UPWARD Talent Council	\$15,625	\$9,375	\$5,251	\$30,251
West Central	\$15,625	\$9,375	\$2,647	\$27,647
West Michigan	\$15,625	\$9,375	\$26,770	\$51,770
Total	\$250,000	\$150,000	\$200,000	\$600,000

Allocations are based upon a weighted average of the number of Active Apprentices, Employer Establishments, the Labor Force, and the Unemployment Rate for each region.

Approval Request Form Instructions

1. Michigan Works! Agency (MWA) Name and Number: Enter the name of the MWA submitting the form.
2. Plan Title(s): Enter the appropriate title for the plan being submitted “Apprenticeship Success Coordinators (ASC) Continuation Funding” has been pre-printed.
3. Policy Issuance (PI) Number: Enter the policy number. “19-16” has been pre-printed
4. Plan Period: Identify the time period covered by the plan. “01/01/19 through 07/31/20” has been pre-printed

The required signatories are designated in accordance with 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 Form

1. Michigan Works! Agency (MWA) Name and Number:
2. Plan Title(s): Apprenticeship Success Coordinators (ASC) Continuation Funding
3. Policy Issuance Number: 19-16
4. Plan Period: 01/01/2019 through 07/31/2020

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
Apprenticeship Success Coordinators (ASC) Continuation Funding**

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 “19-16” has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded. “Appropriation Year 2018 WIOA Statewide Activities,” “Program Year 2017 State Apprenticeship Expansion Continuation Grant,” and “Appropriation Year 2018 Penalty and Interest” has been pre-printed.

Project Name: Enter the name of the project associated with the funding being awarded. “Apprenticeship Success Coordinators (ASC) Continuation Funding” has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. “01/01/19 to 07/31/20” has been pre-printed.

Catalog of Federal Domestic Assistance (CFDA) Number: Enter the CFDA number(s) associated with this grant. “17.277” has been pre-printed.

Section II - Total Funds Available

Allocation: The total amount of funding being awarded.

Section III - Planned Expenditures by Cost Category

Administration: Enter the amount of the grant to be used for Administrative costs.

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

TARGET ASC GOALS BY MICHIGAN WORKS! AGENCY

MWA	Number of New Registered Apprentices	Number of Women in New RA	Number of Youth in New RA	Number of Veterans in New RA	Number of Persons of Color in New RA	Number of WIOA Customers with "Apprenticeship Training" Activities
Berrien/Cass/Van Buren	38	4	17	3	5	2
Capital Area	47	5	22	4	7	2
Detroit Employment Solutions Corp.	53	6	24	5	8	3
GST	55	6	25	5	8	3
Great Lakes Bay	43	5	19	4	6	2
Macomb/St. Clair	57	6	26	5	8	3
Northeast	35	4	16	3	5	2
Northwest	39	5	18	4	6	2
Oakland County	72	8	33	7	11	4
Region 7B	34	4	16	3	5	2
SE Michigan Consortium	51	6	23	5	7	3
SEMCA	56	6	26	5	8	3
Southwest	45	5	21	4	6	2
UPWARD Talent Council	38	4	18	4	6	2
West Central	35	4	16	3	5	2
West Michigan	66	7	30	6	9	4
TOTAL	764	85	350	70	110	41

Target ASC Goals are based upon a 15 percent increase of the FY 15 base RA statistics proportioned by a weighted average of the number of Active Apprentices, Employer Establishments, the Labor Force, and the Unemployment Rate for each region.

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

Apprenticeship Success Coordinator Quarterly Performance Report

APPRENTICESHIP SUCCESS COORDINATOR (ASC) QUARTERLY PERFORMANCE REPORT (QPR)			
MWA:			
Area(s) Served:			
ASC Contact(s):			
E-mail address:			Phone:
ASC QPR for Quarter Ending		Date ASC QPR Submitted:	
<p>Providing Meaningful and Effective Registered Apprenticeship Expansion Activities and Services</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> <p>Please share registered apprentice or employer success stories and testimonials, if applicable.</p>			

REGISTERED APPRENTICESHIP PERFORMANCE DATA						
Michigan Works! Agency:						
	Number of New Registered Apprentices	Number of Women in New RA	Number of Youth in New RA	Number of Veterans in New RA	Number of Persons of Color in New RA	Number of WIOA Customers with "Apprenticeship Training" Activities
Quarter Ending June 30, 2019						
Quarter Ending September 30, 2019						
Quarter Ending December 31, 2019						
Quarter Ending March 30, 2020						
Quarter Ending June 30, 2020						
Quarter Ending July 31, 2020						
Totals Since January 1, 2019						

Individual Participant Form

**Form to be completed by Apprenticeship Success Coordinator (ASC) for each participant.

SECTION I: PARTICIPANT INFORMATION

First Name:

Last Name:

Date of Birth: - -

Employer Sponsor:

1. Gender, select one:

- Male
- Female
- Did not disclose

2. Select the age category that reflects your current age (select only one):

- 16 – 24
- 25 – 54
- 55+

3. Do you have a disability? Select one:

- Yes
- No
- Did not disclose

4. Are you a Veteran? Select one:

- Yes
- No
- Did not disclose

5. Please select one or more:

- Hispanic
- Black/African American
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- White
- Did not disclose

SECTION II: ASC INFORMATION

Michigan Works Agency	Michigan Works Agency Name:	
	ASC Name:	Contact Email:
	Contact Phone Number:	

SECTION III: SERVICES PROVIDED TO PARTICIPANT

Services	<input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> On-the-Job Training (OJT) (as part of Registered Apprenticeship program only) <input type="checkbox"/> Related Technical Instruction (RTI) <input type="checkbox"/> Supportive Services <input type="checkbox"/> Other (Describe)
Funding Sources	1. <input type="checkbox"/> Registered Apprentice <ul style="list-style-type: none"> <input type="checkbox"/> a. Registration Date: - - <input type="checkbox"/> New employee <input type="checkbox"/> Incumbent employee <input type="checkbox"/> b. Pre-Apprentice 2. <input type="checkbox"/> Workforce Innovation and Opportunity Act (WIOA) Title I <ul style="list-style-type: none"> <input type="checkbox"/> a. OJT <input type="checkbox"/> b. RTI <input type="checkbox"/> c. Supportive Services
	3. <input type="checkbox"/> WIOA Title II
	4. <input type="checkbox"/> WIOA Title III
	5. <input type="checkbox"/> WIOA Title IV
	6. <input type="checkbox"/> Going PRO Talent Fund (GPTF)
	7. <input type="checkbox"/> Michigan Advanced Technician Training (MAT ²) Program
	8. <input type="checkbox"/> Other (Describe)

General Information: Individual Participant Forms are to be submitted with the Quarterly Performance Reports (QPRs) which are due 30 days after the end of the reporting quarter.

Due Date	Period Covering
July 30, 2019	January 1 – June 30, 2019
October 30, 2019	July 1 – September 30, 2019
January 30, 2020	October 1 – December 31, 2019
April 30, 2020	January 1 – March 31, 2020
July 30, 2020	April 1 – June 30, 2020
September 30, 2020	July 1 – July 31, 2020



APPRENTICESHIP SUCCESS COORDINATOR INNOVATION GRANT

APPLICATION TEMPLATE

Submission Deadline

Friday, June 28, 2019 (5:00 PM)

Please complete this application, which will serve as your response to the Apprenticeship Success Coordinator Innovation Grant opportunity. Application components include: Applicant Information, Innovation Focus Area, Scope of Work, Implementation Plan, Performance Outcomes, and Budget Information. These documents must be submitted electronically to MICA@michigan.gov.

Michigan Works!

Agency Name: Select Michigan Works! Agency

Contact Name: Click here to enter Contact Name

Title: Click here to enter Title

Address: Click here to enter Street Address
Click here to enter City, State, and Zip Code

Prosperity Region: Select Talent Region [Michigan Prosperity Regions Map](#)

Phone: Click here to enter Phone Number

Email: Click here to enter Email Address

INNOVATION FOCUS AREA:

1. Establishing the apprenticeship intermediary function;
2. Evolving existing time-based Registered Apprenticeship (RA) programs into competency-based;
3. Developing first time industry non-traditional apprenticeship programs;
4. Developing and/or identifying interim credentials;
5. Expanding RA to underrepresented populations, including youth, veterans, returning citizens, individuals considered to be among the Asset Limited, Income Constrained, Employed (ALICE) population and other; and
6. Other

Select Innovation Focus Area Here

Enter Other Innovation Focus Area Here

SCOPE OF WORK:

Describe your Scope of Work, including how it aligns with the Innovation Focus Area(s), and specifically describe your innovative apprenticeship expansion strategy and how it will cultivate new Registered Apprentices or RA programs in Michigan.

Enter Scope of Work here (1,000 words or less)

IMPLEMENTATION PLAN:

Describe your grant implementation plan and how it will align with the grant performance period schedule from August 1, 2019 – July 31, 2020.

Enter Implementation Plan here (500 words or less)

PERFORMANCE OUTCOMES:

Describe how the proposed Innovation Grant activities will enhance the cultivation of new RA over and beyond ASC new RA goals established under PI 19-16.

Enter Performance Outcomes Narrative here (250 words or less)

	Number of New Registered Apprentices	Number of Women in New RA	Number of Youth in New RA	Number of Veterans in New RA	Number of Persons of Color in New RA	Number of WIOA customers with "Apprenticeship Training" activities
ASC New RA Goals per PI 19-16						
Additional New RA per Innovation Grant Activities						
Total Proposed New RAs						

BUDGET INFORMATION:

A comprehensive budget covering the grant period is required. Please complete the Budget Detail below, which includes components such as salaries and fringe benefits, materials and supplies, travel, administrative costs and other.

Budget Detail		
	Grant Costs	Leveraged Dollars
1. Salaries and Fringes		
2. Materials and Supplies		
3. Travel		
4. Administration Costs		
5. Other		
Totals		
Training Activities Sub-Totals		
Administration (not to exceed 5%)		
Total Budget		

Budget Narrative:

The Budget Narrative must thoroughly describe how the planned expenses and requested funding support the scope of work.

Enter Budget Narrative here (500 words or less)