

# WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE MEETING AMENDED AGENDA

Thursday, January 16, 2025 from 9:00-10:30 a.m.

## In-Person Meeting

Michigan Works! Service Center, 200 W Van Buren Street, Battle Creek, MI 49017

Note: Members must attend in-person to participate in voting

### Public Access is available at:

<https://us02web.zoom.us/j/81930653993?pwd=RD35jy1ywb7DB1ZDxHdz7gtNGW278U.1>

Meeting ID: 819 3065 3993 Passcode: 258571

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- I. CALL TO ORDER / INTRODUCTIONS Jackie Murray, Chair
- II. TRANSPARENCY & INTEGRITY OF WDB DECISIONS Kathy Olsen
- III. PUBLIC TIME
- IV. MINUTES *(Vote Required)*
  - A. December 3, 2024 WDB Annual Meeting Minutes *(Exhibit A)*
- V. COMMITTEE REPORTS
  - A. No Reports
- VI. NEW BUSINESS
  - A. Plans *(Vote Required)* Amanda Rosenberg
    - 1. FY24 GF/GP Funding for Young Professionals Plus (YPP) Initiative *(Exhibit B1)*
    - 2. Michigan Works! System Plan 2025 Update *(Exhibit B2)*
    - 3. FY25 Trade Adjustment Assistance (TAA) *(Exhibit B3)*
  - B. WDB Policies *(Vote Required)* Kathy Olsen
    - 1. WDB Policy 5 R09 Supportive Services & Needs Related Payments *(Exhibits C1-C3)*
    - 2. WDB Policy 06 R08 Procurement & Property Management *(Exhibits C4-C6)*
  - C. WDB & CEAC Action Items *(Vote Required)*
    - 1. WDB 2025 Meeting Calendar – June Conflict
    - 2. WDB Alternate Member *(Exhibit D)*
    - 3. CEAC Member Change *(Exhibit E)*
    - 4. CEAC 2025 Meeting Calendar *(Exhibit F)* Kathy Olsen
  - D. Request for Proposal (RFP) Update Amanda Rosenberg

**VII. STAFF REPORTS**

- A. Business Services Update, Dashboard (*Exhibit G*) and Lightcast Data Analytics (*Exhibit H*) Ashley Iovieno
- B. Operations Update & Dashboard - updated (*Exhibit I*) Amy Meyers
- C. Directors Report (*Exhibit J*) Jakki Bungart-Bibb

**VIII. OLD BUSINESS**

**IX. PUBLIC TIME**

**X. MEMBERS' TIME**

**XI. UPCOMING MEETINGS**

- A. Full Workforce Development Board – Thursday, February 20, 2025 (9:00-10:30 am)  
At the Upjohn Institute, 300 S. Westnedge Avenue, Kalamazoo, MI 49007
- B. Executive Committee – Thursday, March 20, 2025 (9:00-10:30 am)  
At the Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- C. Monitoring & Evaluation Committee –Thursday, January 23, 2025 (8:00-9:30 am)  
MW! Service Center, 200 W. Van Buren Street, Battle Creek, MI 49017
- D. Disability Awareness Resource Team (DART) – Thursday, February 13, 2025 (2:00-4:00 pm)  
At Upjohn Institute, 300 S. Westnedge Ave, Kalamazoo, MI 49007
- E. Career Educational Advisory Council (CEAC) – Monday, March 17, 2025 (1:00-3:00 pm)  
At Upjohn Institute, 300 S Westnedge Ave, Kalamazoo, MI 49007

**XII. ADJOURNMENT**

Jackie Murray, Chair

**Workforce Development Board  
 Annual Meeting Minutes  
 December 3, 2024**

**CALL TO ORDER:** Workforce Development Board Chair, Jackie Murray, called the meeting to order at 5:07 p.m. at FireKeepers Casino, 11177 Michigan Avenue E., Battle Creek, Michigan.

On behalf of Frank Tecumseh, Jim Wise, Marketing Vice President for FireKeepers Casino welcomed the Workforce Development Board members and guests to FireKeepers.

**WDB Members Present:**

Morris Applebey (Labor)	Kris Jenkins (Educ)*	Charles Rose (CBO),
Jill Bland (Econ Dev)	Derek King (PS)	alternate for Orozco
Kathi Cain-Babbitt (Labor)	Jackie Murray (PS)*	Dr. Paul Watson (Educ)
John Fiore (MRS)	Brian O'Donnell (PS)*	
Randall Hazelbaker (PS)*	David Pawloski (Labor)	* Exec Committee
Al Ives (PS)		

**WDB Members Absent**

Karen Doubleday (DHHS)	Lisa Johansen (DOC)	Karla Meeks (PS)
Jessica Eyster (PS)	David Maurer (PS)*	Sabrina Radenovic (PS)
Jeff Heppler (PS)	Frank Tecumseh (PS)*	Windy Rea (Job Corps)
Jared Hoffmaster (PS)	Elizabeth VanDussen (PS)	Ken Willcutt (Labor)

**Center for Workforce Innovation and Solutions / Michigan Works! Southwest Staff Present:**

Jakki Bungart-Bibb	Kathy Olsen	Ashley Iovieno
Amy Meyers	Amanda Rosenberg	Shelby Springett

**Guests**

Blaine Farr (WDI)

**PUBLIC TIME**

No comments.

**TRANSPARENCY & INTEGRITY OF WDB DECISIONS**

Kathy Olsen asked members present if there were any items on the agenda for which a conflict of interest or a potential conflict of interest exists; and if so, the conflict should be declared at this time. There were none.

**APPROVAL OF MINUTES** (*Exhibit A*)

**Motion made by John Fiore and supported by Dr. Paul Watson to approve the November 21, 2024 Workforce Development Board quarterly meeting minutes. Motion carried.**

**COMMITTEE REPORTS**

**Career Educational Advisory Council (CEAC)** – Kris Jenkins reported the CEAC Committee met on December 2, 2024. Updates included the following:

- Several businesses in the MW! Southwest region applied for grants from the Going PRO Talent Fund to support employee training. Statewide, there were over 1200 applications.

- Information pertaining to the [Michigan Apprenticeship Readiness Certificate \(MARC\)](#) was shared. MARC is a State issued certificate that confirms high-quality apprenticeship readiness along with a Perkins CTE credential. There were many questions around the value of a MARC and discussion as to how to get industry buy-in and endorsement. A request will be submitted to the Michigan Department of Labor and Economic Opportunity to provide a presentation at the March 2025 CEAC meeting.
- Funds from the MiSTAIRS grant to help offset apprenticeship costs are still available.
- The MiREACH training grant for rural healthcare providers is fully expended.
- The Air Zoo is hosting an open house for CTE programs from across Kalamazoo County this evening (Dec. 2) for students and parents to explore career interests.
- An Innovation Expo will be held later this week on Friday, December 6, at Western Michigan University's Engineering College.
- There will be an open house this spring for the new Career Center in Kalamazoo.
- CTE Programs across the region are working on completing follow-up surveys for CTE program graduates. The survey results provide valuable data for future planning.
- St. Joseph County ISD has approved \$200,000 for a manufacturing themed mobile lab.
- Calhoun Area Career Center (CACC) will start a cohort in the 2025-26 academic year of a canned curriculum, called [Craftsman with Character](#) that includes character education, soft skills and employability skills.
- CACC is seeking a computer networking or computer programming instructor. Please send anyone interested to the Calhoun ISD jobs website.
- KCC and WMU have received a \$700 thousand grant to support K-12 engagement in STEM for the next 18 months and a \$2.7 million grant to upskill incumbent worker for the Blue Oval Battery Park project.
- Adult Education is working with 107(a) funding to secure navigators and success coaches for the adult education programs that reside in the Southwest Michigan region. The goal is to improve connections with career technical education.
- There have been some temporary layoffs in the area and members noted the importance of reinforcing with students the fact that one way to help avoid being laid off is to become highly skilled.

Dr. Paul Watson shared additional information regarding the grants recently awarded to Kellogg Community College and Western Michigan University for the Electric Vehicle (EV) training initiative. One portion of the grant will be used to develop a dual enrollment talent pipeline, and the second portion will be focused on advanced manufacturing for incumbent workers with business partners that include Ford, Magna, and Denso. In addition to the funding award reported by Kris Jenkins, another \$1.1 million was awarded to KCC for a smart robotic factory that will include robots and an engineering design lab that will be housed at the KCC Albion campus. The equipment has been ordered and arrival is expected by mid-December. The goal is to have the lab fully functional by mid-January. A [link to the media release](#) will be sent to members following the meeting.

## **NEW BUSINESS Plans**

Amanda Rosenberg requested Board consideration and approval of the FY2025 Partnership. Accountability. Training. Hope. (PATH) plan which was included in the agenda packet as Exhibit B1.

**Motion made by Jill Bland and supported by Brian O'Donnell to approve the FY2025 Partnership. Accountability. Training. Hope. (PATH) plan. Motion carried.**

## **Annual Report**

Jakki Bungart-Bibb presented the Michigan Works! Southwest 2024 Annual Report. She reported that MWSW had another very successful year, and the report is a snapshot of many of those accomplishments. She thanked staff for their support as well as Board members for their dedication and engagement throughout the year and noted that the success cannot be achieved without the involvement and support of the Board. A print copy of the annual report was provided to attendees at the meeting. A link to a digital version of the report will be emailed to

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members following the meeting. The digital version includes links to videos of the accomplishments. Kathy Olsen also thanked the Board members for their time and commitment and noted that she was proud that they received the 2024 Board of Excellence Award from the Michigan Works! Association.

**OLD BUSINESS**

None.

**PUBLIC TIME**

No comments.

**MEMBERS' TIME**

Dr. Paul Watson reported that KCC will be releasing another announcement soon regarding PT programming.

**UPCOMING MEETINGS**

Jackie Murray referred members to the list of upcoming WDB meetings that were listed on the agenda.

It was noted that the next Executive Committee meeting scheduled for Thursday, December 19, 2024 is tentative. It will be cancelled if there is no action requiring the Board's approval.

The next quarterly meeting of the full WDB is Thursday, February 20, 2025; the next Monitoring Committee meeting is Thursday, January 23, 2025; the next Disability Awareness Resource Team (DART) meeting is Tuesday, February 13, 2025; and the next Career Educational Advisory Council (CEAC) meeting will be on a Monday in March 2025, date to be determined.

**ADJOURNMENT**

There being no other reports or business for the Board, the meeting was adjourned at 5:34 p.m.

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Kathy Olsen \_\_\_\_\_ Date

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Jackie Murray \_\_\_\_\_ Date

**APPROVED**

These minutes were approved on \_\_\_\_\_

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## Youth Professionals Plus (YPP) Initiative

PI: 24-38

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The Young Professionals Plus (YPP) Initiative supports MWAs to strive for continuous improvement of young adult programming, in alignment with Michigan's Department of Labor and Economic Opportunity Workforce Development's focus on providing valuable work experience to individuals between the ages of 14 and 24 years old. Michigan Works! Southwest has been awarded \$157,327 to implement the YPP Initiative, focusing on increasing career awareness and preparation while reducing youth unemployment.

The YPP initiative will operate over an 18-month period, from September 1, 2024, to February 28, 2026.

### Eligible Participants

Individuals served with this funding must be between the ages of 14-24 years old and do not need to be eligible for the WIOA Youth, Adult, or Dislocated Worker (DW) program(s). Individuals who are Asset Limited, Income Constrained, Employed (ALICE) should be prioritized to be served with this funding; however, use of these funds is not limited to this population.

### Allowable Activities

Activities that support career exploration and preparedness may be funded under the initiative. It is permissible to provide services in a virtual capacity, when necessary.

Although not an exhaustive list, allowable expenditures with funding awarded include the following:

- Wages/Stipends paid for participation in work experience/career exploration activities.
- Staff time working to identify and develop a work experience opportunity, including staff time spent working with employers to identify, develop, and evaluate the work experience.
- Staff time working with employers to ensure a successful work experience, including staff time spent managing, and evaluating the work experience.
- Participant work experience and/or related activities orientation sessions.
- Employer work experience orientation sessions.
- Classroom training or the required academic education component directly related to the work experience.
- Incentive payments tied to the completion of work experience or classroom training.
- Employability skills/job readiness training to prepare youth for work experience.
- Supportive services.
- Volunteer and/or community service.

#### Technical Information

<b>Program Title/Number</b>	Young Professionals Plus (YPP) Initiative PI 24-38
<b>Funding Source</b>	FY2024 General Fund/General Purpose funding
<b>Funding Level</b>	\$157,327
<b>Duration</b>	September 1, 2024 through February 28, 2026
<b>CFDA Number</b>	N/A

**Michigan Works! System Plan (MWSP) Instructions for Calendar Year (CY) 2025,  
 the Period of January 1, 2025 through December 31, 2025  
 PI: 25-01**

**Background**

The Michigan Works! System Plan is an instrument for the annual documentation and execution of employment, education and training programs, as well as for the transmission of assurances, certifications, and stipulations, mandatory and discretionary, for such programs funded by the Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD).

Administrative procedures required as part of the Michigan Works! System Plan include:

**1. State and Federal Provisions**

- Acknowledgement/Adherence to Michigan Works! System Plan Assurances, Certifications, and Stipulations.
- Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements.
- Certification Regarding Debarment, Suspension, Ineligibility, Voluntary Exclusion, and Lower Tier Covered Transactions.
- Federal Funding Accountability and Transparency Act (FFATA) Data Collection form and Certification.

**2. Michigan Works! Southwest Area Identification, Verification and Designation of:**

- Operating structure (Intergovernmental Transfers of Functional and Responsibilities, P.A. 8 of 1967).
- Grant Recipient (County of Kalamazoo, Kalamazoo County Board of Commissioners).
- Chief Elected Official (Chairperson, Kalamazoo County Board of Commissioners).
- Chairperson of the Michigan Works! Southwest Workforce Development Board (Jackie Murray).
- Administrative Entity (Michigan Works! Agency/W.E. Upjohn Institute for Employment Research).

**3. Designation and Certification of One-Stop Operator**

- Use of competitive-bidding process for selection of One-Stop Operator.
- Certify Janet Bloomfield Consulting as the One-Stop Operator for Branch, Calhoun, Kalamazoo and St. Joseph Counties.

**4. Workforce Development System Providers**

- Identification of service provider information for WIOA Title I Adult and Dislocated Worker, Wagner-Peyser Employment Services, Reemployment Services and Eligibility Assessment, Trade Adjustment Assistance, Partnership.Accountability.Training.Hope., and Food Assistance Employment & Training.

**Technical Information**

<b>Program Title/Number</b>	Michigan Works! System Plan (MWSP) Instructions for Calendar Year 2025; PI:25-01
<b>Funding Source</b>	N/A – Administrative Policy
<b>Funding Level</b>	N/A – Administrative Policy
<b>Duration</b>	January 1, 2025 through December 31, 2025
<b>Reference</b>	Michigan Department of Labor and Economic Opportunity-Workforce Development PI: 25-01 (January 3, 2025)
<b>CFDA Number</b>	N/A

**Trade Adjustment Assistance (TAA) Appropriation Year (AY) 2023/Fiscal Year (FY) 2025 Allocations  
for the Time Period of October 1, 2024, through September 30, 2025,  
TAA Plan, and Merit Staffing Certification for FY 2025**

**Background**

TAA is a federal program that assists U.S. workers who have lost their jobs as a result of foreign trade. The program seeks to provide adversely affected workers with opportunities to obtain the skills, credentials, resources, and support necessary to become reemployed.

The planned allocation of funding to support TAA program activities for the period October 1, 2024, through September 30, 2025, for Michigan Works! Southwest is \$105,000. This represents a decrease in TAA funding in comparison to last year's allocation of \$644,820.

**Funding Summary**

<b>Cost Categories</b>	<b>Funding Levels</b>
<b>FY2025 Allocation</b>	<b>\$105,000</b>
Program	\$50,000
Case Management	\$50,000
Administrative	\$5,000

**Case Management**

The purpose of case management services is to provide workers the necessary information and support for them to achieve sustainable reemployment. These services will be available to workers over the course of their participation in the TAA program, in an integrated manner that suits their individual needs at a particular time. Allowable Case Management activities include the provision of: Comprehensive Assessments, Individual Service Strategies, Training Information, Financial Aid Information, Employability Skills Assistance, Career Counseling, Labor Market Information and Supportive Services Information.

**Program**

TAA program funds can be used to fund the following TAA services (and all allowable benefits that accompany the service): Classroom Training, On-the-Job Training, Customized Training, Registered Apprenticeship Training, Job Search Allowances and Relocation Allowances.

**Merit Based Staffing**

Staff who make determinations of TAA program eligibility must meet the definition of a TAA Merit Staff employee.

**Technical Information**

<b>Program Title/Number</b>	Trade Adjustment Assistance (TAA) Fiscal Year (FY) 2025 Allocations; Policy Issuance 25-05
<b>Funding Source</b>	AY2023/FY2025 TAA Funding
<b>Funding Level</b>	\$105,000
<b>Duration</b>	FY2025 (October 1, 2024 – September 30, 2025)
<b>CFDA Number</b>	17.245



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Workforce Development Board Policy Revision Summary  
January 16, 2025

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**WDB Policy 05 Rev 08 – Supportive Services and Needs Related Payments**

Minor edits were made to the language throughout the policy, references were updated, and the Background section was separated into “Background” and “Purpose”.

Other changes were made to align with recently released State policy. Those changes are as follows:

- Section I.6.a. “WIOA” - language was added to allow for food allowances from sources other than WIOA.
- Section I.6.b. “NEG” - National Emergency Grant (NEG) was changed to Dislocated Worker Grant (DWG).
- Section I.6.d. “Special initiatives” – language was added to allow for food allowances and digital literacy and access.

**Workforce Development Board**

**WDB Policy 5 R09**

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act (WIOA) of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state, or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

**Supportive Services and Needs Related Payments**

**EFFECTIVE DATE** 01-xx-2025

**BACKGROUND** Supportive services (SS) assist eligible participants facing specific barriers to participating in program activities, successfully completing training, and/or securing and maintaining employment when no other resources are available to address these needs.

Needs related payments (NRPs) are a stipend form of assistance used to support eligible participants for the purpose of enabling them to participate in training.

**PURPOSE** Within the parameters of federal and state regulations and policies, Michigan Works! Southwest and the Workforce Development Board are responsible for establishing local policies and procedures for the use and documentation of supportive services and needs related payments.

**SCOPE** All programs and services under the auspices of the Michigan Works! Southwest Workforce Development Board.

**REFERENCES** Workforce Innovation and Opportunity Act (WIOA) of 2014, and subsequent changes

Michigan Department of Labor and Economic Opportunity Workforce Development Workforce Innovation and Opportunity Act (WIOA) Manual, March 11, 2021, and subsequent changes

Michigan Department of Labor and Economic Opportunity Workforce Development Trade Adjustment Assistance (TAA) Comprehensive Manual, modified May 10, 2019, and subsequent changes

Michigan Department of Labor and Economic Opportunity Workforce Development Partnership.Accountability.Training.Hope. (PATH) Program Manual, updated November 2, 2023, and subsequent changes

Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance 24-37, and subsequent changes, Program Plan Instructions for Fiscal Year (FY)

2025 Partnership.Accountability.Training.Hope. (PATH)

Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance 24-13, and subsequent changes, Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans for Program Years (PYs) 2024 through 2027

Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance 24-02, and subsequent changes, Regarding Fiscal Year (FY) 2024 Temporary Assistance for Needy Families (TANF) Refugee Program

Michigan Department of Labor and Economic Opportunity Workforce Development Policy 23-30, and subsequent changes, Regarding Fiscal Year (FY) 2024 Temporary Assistance to Needy Families (TANF) Supportive Services

Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance 24-38, and subsequent changes, Regarding Fiscal Year (FY) 2024 General Fund/General Purpose (GF/GP) Funding for the Young Professionals Plus (YPP) Initiative (September 1, 2024 through February 28, 2026

Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance 24-39, and subsequent changes, Fiscal Year (FY) 2025 Partnership.Accountability.Training.Hope. (PATH) Transitional Support Services (TSS) Funding

Training and Employment Guidance Letter (TEGL) 09-22 Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance

Training and Employment Guidance Letter (TEGL) 19-16 Operating Guidance for the Workforce Innovation and Opportunity Act

20 CFR 680 Adult and Dislocated Worker Activities under Title I of the Workforce Innovation and Opportunity Act (WIOA)

## DEFINITIONS

**Needs Related Payment** – A needs related payment provides financial assistance to participants for the purpose of enabling them to participate in training and is a supportive service authorized by WIOA sec. 134(d)(3). Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training.

**Supportive Service** – A supportive service is assistance to help individuals facing systemic barriers to employment, enroll in and complete training and access employment opportunities.

## POLICY

### A. Supportive Services

1. Total funds available for supportive services shall be established within the requirements of the fund source and/or State policy guidance and negotiated with each subrecipient/service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the

available funds. The role of supportive services as a program component shall be described in the WIOA Local Plan, as well as each program's narrative plan for service delivery, as appropriate.

2. Supportive services shall only be provided to individuals who meet the fund source and/or State policy requirements, are determined eligible, registered, and actively participating in a workforce development program and/or meet the requirements as set forth in state and/or federal guidance.
3. WIOA funds may be used for allowable supportive services only when other resources are not available.
  - a. An attempt to utilize at least one other resource to address the identified supportive service in need must be made.
  - b. This attempt shall be documented in case notes along with the reason it was not used.
4. In alignment with funding source allowability, program staff shall determine the need for the supportive service(s) and document this information in the participant's One Stop Management Information System (OSMIS) case notes and participant file. If an OSMIS Individual Service Strategy (ISS) is being utilized, the need for supportive service(s) must also be documented within the OSMIS ISS screens.
5. Based on federal, state, and local policies, subrecipients/service providers shall establish written procedures for the use, distribution, and documentation of supportive services.
  - a. The written procedures shall include:
    1. specific language that addresses a referral process to ensure that other sources of support are used when available; and
    2. language for processing supportive services and needs-related payments to ensure that acceptable accounting procedures are used in the provision of supportive services.
  - b. A copy of the subrecipient/service provider's supportive services procedures shall be provided to the MWSW Administration Unit at least annually, and within thirty (30) calendar days of the signing of a subaward agreement or service contract.
  - c. The liability for equitable administration and documentation of supportive services is the responsibility of the subrecipient/service provider.
6. **Local supportive service limitations and restrictions** shall be established by the MWSW Administration Unit within federal and state policy guidelines and fund source and/or State policy requirements.
  - a. **WIOA** - Locally, for WIOA Adult, Dislocated Worker and Youth funding, the cumulative total of the following supportive services is limited to \$1,000 per participant per rolling 12-month period: automobile repair; automobile other (insurance, plates, registration, etc.); public and private transportation; clothing allowance (limited to interview clothing and specific clothing for employment);

employment-related medical/dental expenses not covered under Medicaid or other health insurance; one-time work-related expenses (such as professional tools, licensing fees, etc.); physical exams/immunizations; and other supportive services as allowed by State and federal policy.

The local limitation identified above applies to WIOA funding for adults, dislocated workers, and youth. Other programs/funding sources may be used to supplement supportive service needs, provided the need is documented and allowable. This includes food allowances, which are not allowable through the use of WIOA funds but may be allowable through other programs and/or funds.

- b. **DWG** - For individuals participating under a Dislocated Worker Grant (DWG) administered through MWSW, supportive services will be available within the USDOL and/or Michigan conditions established in the specific DWG.

When allowable, and unless stated otherwise for a specific DWG, supportive services will use the same guidelines as the WIOA Dislocated Worker program.

The availability or unique conditions for supportive services for a specific DWG shall be communicated in writing to the applicable subrecipient/service provider(s) and funding shall be arranged through the contracting process.

- c. **PATH** - PATH participants may be provided supportive services, not to exceed limitations set forth in the PATH manual.

For PATH participants, the monetary maximums for supportive services as noted in the PATH manual and/or policy are applicable across the individual's total participation/registrations in the PATH program.

- d. **Special Initiatives** - Supportive Services as they relate to Special Initiatives must follow guidelines established by the funding source and/or the associated State policy. This includes the provision of supportive services related to food allowances and digital literacy and access.

As required by the funding source and/or policy, the subrecipient/service provider will be required to have written procedures for Digital Literacy and Access that outlines the steps/factors it will consider when approving a cost and ensuring that costs are reasonable, necessary, allowable, and allocable prior to providing this type of support.

- 7. **Limits** - Subrecipients/service providers may establish supportive service limits within the MWSW locally established limitations that are more restrictive than State and federal policy.
- 8. **Waiver** - On a case-by-case basis, and based on documented need, the MWSW Administration Unit, at the written request of a subrecipient/service provider, and within federal and state policy guidelines, may waive a local supportive service limitation. The written request must be submitted to the MWSW Administration

Unit and written authorization from the MWSW Administration must be obtained to waive the limitation. State approval is required for exceptions outside the scope of State policy/guidance.

9. **Other Supportive Services** - MWSW Administration may allow and authorize other supportive services if the service requested is not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services, and if the supportive service is allowed and in alignment with the program/fund source and/or State policy requirements as identified in State policy.

Subrecipients/service providers shall submit individual requests in writing to the MWSW Administration Unit and written authorization from the MWSW Administration must be obtained to authorize the other supportive service requested.

10. **Documentation** - Regardless of the funding source, supportive services shall be documented as appropriate per policy requirements in the Supportive Services section of the OSMIS and/or a case note entered to describe the need and distribution of the assistance.
11. **Coordination/Documentation** - Subrecipients/service providers, One Stop partners and other community partners shall work together to coordinate the use of supportive services to prevent duplication of these resources.

Referral procedures, eligibility requirements, service limits and other information for partner and community-based supportive services shall be documented and shared with all subrecipients/service providers and One Stop partners.

12. **Monitoring** - Use and documentation of supportive services will be monitored as a part of the program and financial monitoring processes. All supportive service documentation shall be retained in the participant's program file.

#### **B. Needs Related Payments (NRPs)**

1. Needs Related Payments may only be provided to recipients of training services where funding is available and allowable.
2. Participants receiving NRPs must be unemployed and do not qualify for, or have ceased to qualify for, Unemployment Insurance (UI) or Trade Readjustment Allowance (TRA).
3. Participants shall meet all the eligibility criteria for the program/funding source from which NRPs are made available.
4. The maximum payment of NRPs for Dislocated Workers must not exceed the greater of either of the following levels:
  - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
  - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income. Subrecipient/service provider staff are responsible for making the adjustment

- based on any notice they receive (verbal or written) from the participant, that a change has occurred in the total family income.
- c. Supporting documentation of the unemployment agency fact sheet or the calculation of the weekly payment must be maintained in the participant's file.
  5. The amount of each NRP received and the time period for each payment must be documented in the participant's Individual Service Strategy (ISS).
  6. NRPs may not extend beyond the participant's training services. NRPs shall only be provided for the actual hours of attendance in the training activity and only for the duration of the training activity.
  7. Subrecipients/service providers shall establish a written procedure and payment system for NRPs within the guidelines of the program/funding source.
  8. Subrecipients/service providers shall consistently apply the local procedures to all eligible participants in the allowable training activity.
  9. Need for an NRP shall be documented in the participant's ISS, case notes and file.
  10. Documents that support the payments, including signed and verified hours of attendance, actual amount of each payment, the time period covered by each payment, and other supporting documents will be retained by the MWA.

**ACTION** All staff must become familiar with the requirements of this policy and all impacted staff must take action, as appropriate and necessary, to implement the directives of this policy immediately.

**INQUIRIES** Questions regarding this policy should be directed to the Michigan Works! Southwest Administration Unit by telephone at 269-349-1533, or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org).

Michigan Works! Southwest is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The information contained in this policy will be made available in alternative formats (large type, audio recording, etc.) upon request to the Michigan Works! Southwest Administration office. For details, please contact the Michigan Works! Southwest Administration by telephone at 269-359-1533, or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org), or dial 711 for the Relay Center and TTY.

**INITIAL EFFECTIVE**

**DATE** 9/8/2005

**APPROVED**

<b>Initial Policy:</b>	Workforce Development Board	9/8/2005
<b>Revision 01:</b>	WDB Executive Committee	7/7/2011
<b>Revision 02:</b>	WDB Executive Committee	6/5/2014
<b>Revision 02</b>	Workforce Development Board	10/15/2014 <i>(All WDB polices accepted to apply to all four counties)</i>
<b>Revision 03</b>	WDB Executive Committee	6/17/2015
<b>Revision 04</b>	WDB Executive Committee	8/9/2019
<b>Revision 05</b>	Workforce Development Board	2/18/2021
<b>Revision 06</b>	WDB Executive Committee	10/21/2021
<b>Revision 07</b>	WDB Executive Committee	2/23/2022
<b>Revision 08</b>	WDB Executive Committee	7/21/2022

**Revision 09**      WDB Executive Committee      1/xx/2025

**EXPIRATION**      Ongoing



**Workforce Development Board**

**WDB Policy 5 ~~R08R09~~**

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act ([WIOA](#)) of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state, or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

**Supportive Services and Needs Related Payments**

**EFFECTIVE DATE** ~~07-21-2022~~01-xx-2025

**BACKGROUND** Supportive services (SS) assist eligible participants facing specific barriers to participating in program activities, successfully completing training, and/or securing and maintaining employment when no other resources are available to address these needs.

Needs related payments (NRPs) are a stipend form of assistance ~~that may be~~ used to support eligible participants ~~so they can participate~~ for the purpose of enabling them to participate in training.

~~Within the parameters of federal and state regulations and policies, Michigan Works! Southwest and the Workforce Development Board are responsible for establishing local policies and procedures for the use and documentation of supportive services and needs related payments.~~

**PURPOSE** Within the parameters of federal and state regulations and policies, Michigan Works! Southwest and the Workforce Development Board are responsible for establishing local policies and procedures for the use and documentation of supportive services and needs related payments.

**SCOPE** All programs and services under the auspices of the Michigan Works! Southwest Workforce Development Board.

**REFERENCES** Workforce Innovation and Opportunity Act (WIOA) of 2014, and subsequent changes

~~State of Michigan~~ [Department of Labor and Economic Opportunity Workforce Development](#) Workforce Innovation and Opportunity Act (WIOA) Manual, March 11, 2021, and subsequent changes

~~State of Michigan~~ [Department of Labor and Economic Opportunity Workforce Development](#) Trade Adjustment Assistance ([TAA Comprehensive](#)) Manual, modified May 10, 2019, and subsequent changes

~~State of Michigan Department of Labor and Economic Opportunity Workforce Development Partnership.-Accountability.-Training.-Hope. (PATH) Program Manual, updated ~~May 19, 2022~~ November 2, 2023, and subsequent changes~~

~~State of Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance ~~20-3524-37~~, and subsequent changes, Program Plan Instructions for Fiscal Year (FY) ~~2021-2025~~ Partnership.-Accountability.-Training.-Hope.-(PATH)-Employment-Related Supportive Services~~

~~State of Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance ~~22-12~~, and subsequent changes Workforce Innovation and Opportunity Act (WIOA) Statewide Activities Allocations to Support Integrated Education and Training (IET) Programs ~~for the Period of July 1, 2022 through June 30, 2024~~~~

~~State of Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance ~~20-07e0124-13~~, and subsequent changes, The Workforce Innovation and Opportunity Act (WIOA) Four-Year Regional and Local Plans for Program Years (PYs) ~~2020-2024~~ through ~~2023~~2027~~

~~State of Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance ~~22-01e124-02~~, and subsequent changes, Regarding Fiscal Year (FY) ~~2021-2024~~ Temporary Assistance for Needy Families (TANF) Refugee Program-Extension~~

~~Michigan Department of Labor and Economic Opportunity Workforce Development Policy ~~23-30~~, and subsequent changes, Regarding Fiscal Year (FY) 2024 Temporary Assistance to Needy Families (TANF) Supportive Services~~

~~Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance ~~24-38~~, and subsequent changes, Regarding Fiscal Year (FY) 2024 General Fund/General Purpose (GF/GP) Funding for the Young Professionals Plus (YPP) Initiative (September 1, 2024 through February 28, 2026~~

~~State of Michigan Department of Labor and Economic Opportunity Workforce Development Policy Issuance ~~21-3424-39~~, and subsequent changes, Fiscal Year (FY) ~~2022-2025~~ Partnership.-Accountability.-Training.-Hope.-(PATH) Transitional Support Services (TSS) Funding~~

~~State of Michigan WIOA Electronic Participant Management Information Guide (E-P-MIG) and subsequent changes-~~

~~State of Michigan WIOA Youth Electronic Participant Management Information Guide (E-P-MIG) and subsequent changes~~

~~State of Michigan Trade Adjustment Act Electronic Participant Management Information Guide (E-P-MIG) and subsequent changes~~

~~State of Michigan Welfare Reform Electronic Participant Management Information Guide (E-P-MIG) and subsequent changes~~

[Training and Employment Guidance Letter \(TEGL\) 09-22 Workforce Innovation and Opportunity Act Title I Youth Formula Program Guidance](#)

Training and Employment Guidance Letter (TEGL) 19-16 Operating Guidance for the Workforce Innovation and Opportunity Act

20 CFR 680 Adult and Dislocated Worker Activities under Title I of the Workforce Innovation and Opportunity Act [\(WIOA\)](#)

## DEFINITIONS

**Needs Related Payment** – A needs related payment provides financial assistance to participants for the purpose of enabling them to participate in training and is a supportive service authorized by WIOA sec. 134(d)(3). Unlike other supportive services, in order to qualify for needs-related payments a participant must be enrolled in training.

**Supportive Service** – A supportive service is assistance to help individuals facing systemic barriers to employment, enroll in and complete training and access employment opportunities.

## POLICY

### A. Supportive Services

1. Total funds available for supportive services shall be established within the requirements of the fund source and/or State policy guidance and negotiated with each subrecipient/service provider. This decision shall consider the number of participants being served and the needs of the population in relation to the available funds. The role of supportive services as a program component shall be described in [the WIOA Local Plan, as well as](#) each program's [narrative](#) plan for service delivery, [as appropriate](#).
2. Supportive services shall only be provided to individuals who meet the fund source and/or State policy requirements, are determined eligible, registered, and actively participating in a workforce development program and/or meet the requirements as set forth in state and/or federal guidance.
3. WIOA funds may be used for [allowable](#) supportive services only when other resources are not available.
  - a. An attempt to utilize at least one other resource to address the identified supportive service in need must be made.
  - b. This attempt shall be documented in case notes along with the reason it was not used.
4. ~~Per funding source policy guidances, the~~ [In alignment with funding source allowability](#), program staff shall determine the need for the supportive service(s) and document this information in the participant's One Stop Management Information System (OSMIS) case notes and participant file. If an OSMIS [Individual Service Strategy \(ISS\)](#) is being utilized, the need for supportive service(s) must also be documented within the OSMIS ISS screens.

5. Based on federal, state, and local policies, subrecipients/service providers shall establish written procedures for the use, distribution, and documentation of supportive services.
  - a. The written procedures shall include:
    1. specific language that addresses a referral process to ensure that other sources of support are used when available; and
    2. language for processing supportive services and needs-related payments to ensure that acceptable accounting procedures are used in the provision of supportive services.
  - b. A copy of the subrecipient/service provider's supportive services procedures shall be provided to the MW!SW ~~Administrative-Administration~~ Unit at least annually, and within thirty (30) calendars days of the signing of ~~the a~~ subaward agreement or service contract.
  - c. The liability for equitable administration and documentation of supportive services is the responsibility of the subrecipient/service provider.
  
6. **Local supportive service limitations and restrictions** shall be established by the MW!SW ~~Administrative-Administration~~ Unit within federal and state policy guidelines and fund source and/or State policy requirements.
  - a. **WIOA** - Locally, for WIOA Adult, Dislocated Worker and Youth funding, the cumulative total of the following supportive services is limited to \$1,000 per participant per rolling 12-month period: automobile repair; automobile other (insurance, plates, registration, etc.); public and private transportation; clothing allowance (limited to interview clothing and specific clothing for employment); employment-related medical/dental expenses not covered under Medicaid or other health insurance; one-time work-related expenses (such as professional tools, licensing fees, etc.); physical exams/immunizations; and other supportive services as allowed by State and federal policy.

The local limitation identified above applies to WIOA funding for adults, dislocated workers, and youth. Other programs/funding sources may be used to supplement supportive service needs, provided the need is documented and allowable. This includes food allowances, which are not allowable through the use of WIOA funds but may be allowable through other programs and/or funds.

- b. **NEG-DWG** - For individuals participating under a ~~National Emergency Dislocated Worker~~ Grant (~~NEG-DWG~~) administered by the through MW!SW, supportive services will be available within the USDOL and/or Michigan conditions established in the specific ~~NEG-DWG~~.

When allowable, and unless stated otherwise for a specific ~~NEG-DWG~~, supportive services will use the same guidelines as the WIOA Dislocated Worker program.

The availability or unique conditions for supportive services for a specific ~~NEG-DWG~~ shall be communicated in writing to the applicable subrecipient/service

provider(s) and funding shall be arranged through the contracting process.

- c. **PATH** - PATH participants may be provided supportive services, not to exceed limitations set forth in the PATH manual.

For PATH participants, the monetary maximums for supportive services as noted in the PATH manual and/or policy are applicable across the individual's total participation/registrations in the PATH program.

- d. **Special Initiatives** - Supportive Services as they relate to Special Initiatives must follow guidelines established by [the](#) funding source and/or the associated State policy. [This includes the provision of supportive services related to food allowances and digital literacy and access.](#)

[As required by the funding source and/or policy, the subrecipient/service provider will be required to have written procedures for Digital Literacy and Access that outlines the steps/factors it will consider when approving a cost and ensuring that costs are reasonable, necessary, allowable, and allocable prior to issuing providing this type of support.](#)

- 7. **Limits** - Subrecipients/service providers may establish supportive service limits within the MWSW locally established limitations that are more restrictive than State and federal policy.
- 8. **Waiver** - On a case-by-case basis, and based on documented need, the MWSW ~~Administrative Administration~~ Unit, at the written request of a subrecipient/service provider, and within federal and state policy guidelines, may waive a local supportive service limitation. The written request must be submitted to the MW~~SW~~ Administration Unit and written authorization from the MW~~SW~~ Administration must be obtained to waive the limitation. State approval is required for exceptions outside the scope of State policy/guidance.
- 9. **Other Supportive Services** - MWSW Administration may allow and authorize other supportive services if the service requested is not available from other sources and the service is needed in the acquisition or retention of employment or to continue training services, and if the supportive service is allowed and in alignment with the [program](#)/-fund source and/or State policy requirements as identified in State policy.

Subrecipients/service providers shall submit individual requests in writing to the MW~~SW~~ ~~Administrative Administration~~ Unit and written authorization from the MW~~SW~~ Administration must be obtained to authorize the other supportive service requested.

- 9.10. **Documentation** - Regardless of the funding source, supportive services shall be documented as appropriate per policy requirements in the Supportive Services section of the OSMIS and/or a case note entered to describe the need and distribution of the assistance.

~~10.11.~~ **Coordination/Documentation** - Subrecipients/service providers, One Stop partners and other community partners shall work together to coordinate the use of supportive services to prevent duplication of these resources.

Referral procedures, eligibility requirements, service limits and other information for partner and community-based supportive services shall be documented and shared with all subrecipients/service providers and One Stop partners.

~~11.12.~~ **Monitoring** - Use and documentation of supportive services will be monitored as a part of the program and financial monitoring processes. All supportive service documentation shall be retained in the participant's program file.

#### B. Needs Related Payments (NRPs)

1. Needs Related Payments may only be provided to recipients of training services where funding is available and allowable.
2. Participants receiving NRPs must be unemployed and do not qualify for, or have ceased to qualify for, Unemployment Insurance (UI) or Trade Readjustment Allowance (TRA).
3. Participants shall meet all the eligibility criteria for the program/funding source from which NRPs are made available.
4. The maximum payment of NRPs for Dislocated Workers must not exceed the greater of either of the following levels:
  - a. The applicable weekly level of the unemployment compensation benefit, for participants who were eligible for unemployment compensation as a result of the qualifying dislocation; or
  - b. The poverty level for an equivalent period, for participants who did not qualify for unemployment compensation as a result of the qualifying layoff. The weekly payment level must be adjusted to reflect changes in total family income. Subrecipient/service provider staff are responsible for making the adjustment based on any notice they receive (verbal or written) from the participant, that a change has occurred in the total family income.
  - c. Supporting documentation of the unemployment agency fact sheet or the calculation of the weekly payment must be **maintained** in the participant's file.
5. The amount of each NRP received and the time period for each payment must be documented in the participant's Individual Service Strategy (ISS).
6. NRPs may not extend beyond the participant's training services. NRPs shall only be provided for the actual hours of attendance in the training activity and only for the duration of the training activity.
7. Subrecipients/service providers shall establish a written procedure and payment system **for NRPs** within the guidelines of the **program/funding** source.
8. Subrecipients/service providers shall consistently apply the local procedures to all eligible participants in the allowable training activity.
9. Need for an NRP shall be documented in the participant's ISS, case notes and file.
10. Documents that support the payments, including signed and verified hours of attendance, actual amount of each payment, the time period covered by each payment, and other supporting documents will be retained by the MWA.

**ACTION** All staff must become familiar with the requirements of this policy and all impacted staff must take action, as appropriate and necessary, to implement the directives of this policy immediately.

**INQUIRIES** Questions regarding this policy should be directed to the Michigan Works! Southwest Administration [Unit](#) by telephone at 269-349-1533, or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org).

Michigan Works! Southwest is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The information contained in this policy will be made available in alternative formats (large type, audio recording, etc.) upon request to the Michigan Works! Southwest Administration office. For details, please contact the Michigan Works! Southwest Administration by telephone at 269-359-1533, or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org), or dial 711 for the Relay Center and TTY.

**INITIAL EFFECTIVE**

**DATE** 9/8/2005

**APPROVED**

<b>Initial Policy:</b>	Workforce Development Board	9/8/2005
<b>Revision 01:</b>	WDB Executive Committee	7/7/2011
<b>Revision 02:</b>	WDB Executive Committee	6/5/2014
<b>Revision 02</b>	Workforce Development Board	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
<b>Revision 03</b>	WDB Executive Committee	6/17/2015
<b>Revision 04</b>	WDB Executive Committee	8/9/2019
<b>Revision 05</b>	Workforce Development Board	2/18/2021
<b>Revision 06</b>	WDB Executive Committee	10/21/2021
<b>Revision 07</b>	WDB Executive Committee	2/23/2022
<b>Revision 08</b>	WDB Executive Committee	7/21/2022
<b>Revision 09</b>	WDB Executive Committee	1/xx/2025

**EXPIRATION** Ongoing

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Workforce Development Board Policy Revision Summary  
January 16, 2025

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**WDB Policy 06 Rev 08 – Procurement and Property Management**

Minor edits were made to the language throughout the policy, references were updated, and the Background section was separated into “Background” and “Purpose”.

Other changes were made to align with a recently released State policy. Those changes are as follows:

- Definitions were updated.
- Section I – The Simplified Acquisition Threshold was increased from \$5,000 to \$10,000.
- Section II – Procurement Standards – minor edits were made to the language in this section to align with State policy (i.e., simplified acquisitions, \$10,000 , labor surplus area firms, Solid Waste Disposal Act).





## Workforce Development Board

## WDB Policy 6 R08

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state, or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

### Procurement and Property Management

**EFFECTIVE DATE** 01/xx/2025

**BACKGROUND** Federal and state regulations require Michigan Works! Agencies (MWA) to establish, maintain and follow written policies and procedures to guide the selection of subrecipients and vendors for all procurements done with federal and/or state funds.

**PURPOSE** This policy and the related Procurement and Property Management Procedures shall fulfill that requirement and are consistent with applicable federal and state regulations and policies.

**SCOPE** All programs and services under the auspices of the Michigan Works! Southwest Workforce Development Board.

Within the Michigan Works! Southwest Agency, the procurement standards outlined in this policy and the companion procedures shall be used to conduct all procurements unless stipulated otherwise by a specific funding source.

**REFERENCES** Michigan Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 24-36 and subsequent changes, Procurement

Michigan Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 12-30 Property Management

Michigan Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 22-04c1 and subsequent changes, Regarding Property Management

Workforce Innovation and Opportunity Act of 2014

Code of Federal Regulations (CFR), Title 2, Subtitle B – Federal Agency Regulations for Grants and Agreements

2 CFR Part 200 and 2 CFR Part 2900 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Code of Federal Regulations (CFR), Title 48 – Federal Acquisition Regulations System

Michigan Works! Southwest Workforce Development Board Policy 10, and subsequent revisions/changes, Standards of Conduct

Michigan Works! Southwest Workforce Development Board Policy 31, and subsequent revisions/changes, Records Management and Destruction

## DEFINITIONS

**Equipment**—tangible personal property (including information technology systems) with a unit acquisition cost of \$10,000 or more and having a useful life of one year or more.

**The State or State**—refers to the State of Michigan’s workforce development department and its successors.

**Supplies**—tangible personal property other than those described in the equipment definition with a unit acquisition cost of less than \$10,000.

## POLICY

### I. Simplified Acquisition Threshold

- A. Unless otherwise prescribed by the specific grant or funding source, the simplified acquisition threshold for procurements made in whole or in part with funds administered by the State is \$250,000.
- B. Prior approval from the State is required before initiating any procurement of equipment, capital improvements, and/or other capital expenditures more than the simplified acquisition threshold and using formula funds administered by the State. State established procedures must be used to secure required prior approval for these types of procurements.
- C. The entity initiating any procurement over the simplified acquisition threshold, including contract modifications, must perform a cost or price analysis.
- D. Discretionary funds and other non-formula funds administered by the State may have lower thresholds for which prior State and/or federal agency approval is required. If no specific guidance is provided from the funding agency, approval from the federal awarding agency is required for expenditures, including equipment, of \$10,000 or more.

### II. Procurement Standards

- A. Prior to initiating any procurement, the Michigan Works! Southwest (MWSW) Agency and their subrecipients must conduct a review of their current equipment, supplies, and services to ensure the planned purchase is necessary and non-duplicative.
  1. The MWSW Agency and their subrecipients must also contact the MWSW Agency’s Administration Unit prior to the purchase of supplies or equipment to assure that a suitable item is not available in the inventory of returned/unused items.
  2. Lease versus purchase options shall also be considered to avoid unnecessary or duplicative purchases.
- B. Funds shall be awarded only to entities capable of successfully meeting the terms, conditions, and specifications in the procurement documents. All procurement

- decisions shall consider a proposer's past performance, integrity, risk potential and financial and technical resources.
- C. The total value of the procurement is to be considered before determining the procurement method to be used.
  - D. Procurements shall be conducted using only the methods approved by the state or federal funding agency.
    - 1. Approved procurement methods include:
      - a. Micro-Purchases
      - b. Small Purchases/Simplified Acquisitions
      - c. Sealed Bids
      - d. Competitive Proposals (Request for Proposals/RFP) and
      - e. Noncompetitive Proposals (Sole Source purchases).
    - 2. A detailed description of each approved procurement method, situations for use, and the requirements for each method shall be included in the local Procurement and Property Management Procedures.
  - E. For all procurements more than the simplified acquisition threshold, formal procurement procedures shall be used. Formal procedures shall include only sealed bids or competitive proposals (RFP).
  - F. Documentation of each step in the procurement process must be maintained including rationale for the method of procurement, selection of contract type, independent estimates, cost/price analysis, solicitations, bids, proposals, documentation of costs, justifications, bidder lists, contractor selection or rejections, resulting agreements, profit, and the basis for the agreement price.
    - 1. Written procedures for procurement transactions must include:
      - a. a clear and accurate description of the requirements and
      - b. identify the requirements and all other factors to be used to evaluate proposals/bids.
    - 2. Documentation of the procurement of a subrecipient and all non-equipment and supply purchases shall be maintained for three years after the end of the funding period.
  - G. Prior approval from the MWSW Agency's Administration Unit is required for all subrecipient equipment purchases of \$10,000 or more.
  - H. Procurements cannot be separated into multiple processes or purchases unless it is documented that using such a procedure would result in a cost savings or maximize participation by small businesses and minority, women-owned and veteran-owned businesses, and labor surplus area firms.
  - I. The entity initiating the procurement shall be responsible for the settlement of all contractual and administrative issues arising out of the procurement.
  - J. All entities shall conduct procurements without consideration for statutorily or administratively imposed state or local geographic preferences in the evaluation of bids or proposals unless applicable Federal statutes mandate or encourage geographic preference.
  - K. Equipment or products purchased with Workforce Innovation and Opportunity Act (WIOA) Title I or II or Wagner-Peyser (W-P) Act funds shall comply with the "Buy American Act" and the "Solid Waste Disposal Act."

### III. Selection of Subrecipients

- A. The selection of subrecipients for direct workforce development services, must be conducted using Request for Proposal (RFP), a formal, competitive procurement process.
- B. The primary consideration in selecting an agency or organization to deliver services shall be the effectiveness of the entity to deliver the services as described in the solicitation documents and their level of potential risk.
  1. RFP documents shall require proposers to submit documentation and/or responses that demonstrate
    - a. their understanding of and ability to work with the population being served,
    - b. to design and implement effective programming, and
    - c. to meet program requirements and performance goals while operating within budget and allowable cost parameters.
  2. Written evaluation criteria for each RFP for direct service delivery shall be weighted to assure that effectiveness is the focus of consideration, and that level of risk has been evaluated.
- C. A committee consisting of at least three voting members of the WDB shall review and evaluate proposals submitted in response to an RFP for the provision of direct services. Up to two representatives of other MWA oversight entities may be included in the RFP review committee.
  1. As part of the committee review, a consensus recommendation for subrecipient selection shall be made.
  2. This recommendation, along with the internal staff recommendation, will be used in the subrecipient selection decision.
  3. The subrecipient selection decision shall be communicated to the WDB at the next regularly scheduled meeting of the Michigan Works! Southwest Workforce Development Board (Executive Committee or the Full Board).
- D. Unless otherwise required by the funding source, the RFP instructions shall indicate that the solicitation for services shall be for a period of no more than three years.
  1. Initial agreements awarded as a result of an RFP process will be developed for a one-year period. The development of agreements for the second and third years of funding is contingent upon
    - a. the availability of state/federal funding,
    - b. satisfactory attainment of performance objectives,
    - c. the negotiation of budgets and performance levels, and
    - d. an evaluation of risk.
  2. Michigan Works! Southwest Administration Unit reserves the right to conduct an additional solicitation during the three-year period if it is determined to be in the best interest of the program.
  3. Agreements awarded as a result of an RFP for direct service delivery shall be structured for cost reimbursement only.
- E. An administration monitoring system shall be used to ensure that subrecipients perform in accordance with the terms, conditions, and specifications of their agreement.
- F. Agreements awarded in response to an RFP shall contain sufficient language to
  1. protect the federal funds from waste, fraud, and abuse;
  2. protect the fund recipient and subrecipient; and
  3. be in compliance with applicable federal, state, and local laws.

- G. The MWSW Agency shall not award a contract to any party which is debarred, suspended, ineligible for, or otherwise excluded from participation in federal assistance programs or funding.
  - 1. The Procurement and Property Management Procedures shall include procedures to assure that funds are not awarded in violation of this requirement.
  - 2. Agreements shall contain the provisions required by federal and state statute and policy, including but not limited to Equal Employment Opportunity (EEO), Davis-Bacon, termination for cause and for convenience and Byrd Anti-Lobbying.

#### **IV. Procurement and Property Management Procedures**

- A. The Michigan Works! Southwest Administration Unit shall establish, maintain, and follow Procurement and Property Management Procedures that are consistent and align with applicable federal, state, and local laws, regulations, policies, and procedures.
  - 1. These procedures shall establish a procurement environment that allows full and open competition.
  - 2. Standards shall be established in the Procurement Procedures to assure that unfair requirements that would restrict competition are not placed on procurements.
  - 3. The Standards of Conduct/Conflict of Interest policies and procedures established by the WDB shall be incorporated into these Procedures and shall address employees, Workforce Development Board members, and organizational conflict of interest.
- B. This policy and the Procurement and Property Management Procedures shall apply to all subrecipients.
  - 1. Subrecipients may utilize the procurement procedures of their organization if the requirements of this policy and the related procedures are incorporated in their organization's procedures.
  - 2. Subrecipients using the MWSW Agency's Procurement and Property Management Procedures must formally adopt them through their administrative structure.
- C. The Procurement and Property Management Procedures shall include procedures for the recording and disposition of equipment and supplies, inventory requirements, and procurement record retention requirements that incorporate federal, state, and local regulations and policies.

#### **V. Equipment and Property Management**

- A. All goods purchased with grant funds shall be used by the program or project for which it was purchased.
- B. When no longer needed for the original program or project, the equipment may be used in other activities supported by a federal agency.
- C. Goods purchased with grant funds shall be used until they are no longer useful or needed by the original program or project; or no longer used by another federally supported program or project for which the equipment was reassigned.
  - 1. The Michigan Works! Southwest Agency's Administration Unit shall be contacted regarding proper disposition of equipment and supplies deemed no longer useful or needed.

- 2. The Procurement and Property Management Procedures shall detail the procedure for disposing equipment and supplies based on the requirements of policy and the funding source.
- D. All subrecipients shall be responsible for proper control, maintenance, and accountability of all goods purchased with grant funds, regardless of the cost of the items.
- E. Adequate records sufficient to detail the status and significant history of all goods purchased in whole or in part with state or federal funds shall be maintained.
- F. At a minimum, records of equipment and supply purchases shall be retained for three years after the funding period ends or final disposition of the equipment, whichever is longest.
- G. A local inventory system shall be utilized to track equipment and supplies. All subrecipients shall maintain an equipment and property inventory and submit and/or reconcile their inventory based on a schedule established by the MWSW Agency.

**ACTION** All staff must become familiar with the requirements of this policy and all impacted staff must take action, as appropriate and necessary, to implement the directives of this policy immediately.

**INQUIRIES** Questions regarding this policy should be directed to the Michigan Works! Southwest Administration Unit by telephone at 269-349-1533 or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org).

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**INITIAL EFFECTIVE**

**DATE** 7/1/2005

**APPROVED**

<b>Initial Policy</b>	WDB Executive Committee	7/1/2005
<b>Revision 01</b>	Workforce Development Board	5/14/2009
<b>Revision 02</b>	WDB Executive Committee	7/12/2012
<b>Revision 03</b>	WDB Executive Committee	6/6/2013
<b>Revision 03</b>	Workforce Development Board	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
<b>Revision 03-Addendum</b>	WDB Executive Committee	4/15/2015
<b>Revision 04</b>	WDB Executive Committee	7/15/2015
<b>Revision 05</b>	WDB Executive Committee	7/20/2016
<b>Revision 06</b>	WDB Executive Committee	01/10/2020
<b>Revision 07</b>	WDB Executive Committee	03/17/2022
<b>Revision 08</b>	WDB Executive Committee	xx/xx/2025

**EXPIRATION** Ongoing

**Workforce Development Board**

**WDB Policy 6 ~~R07R08~~**

**AUTHORITY:** The Michigan Works! Southwest Workforce Development Board is established under the Workforce Innovation and Opportunity Act of 2014, and subsequent changes. The Board is assigned the responsibility to set policy for the workforce investment system within the local area.

**ORDER OF PRECEDENCE:** Where any part of this policy shall be determined to conflict with any federal, state, or local policy, the federal, state, and then local policy shall take precedence without affecting any other part or parts of this policy.

**Procurement and Property Management**

**EFFECTIVE DATE** [01/xx/2025](#)

**BACKGROUND** Federal and state regulations require Michigan Works! Agencies (MWA) to establish, maintain and follow written policies and procedures to guide the selection of subrecipients and vendors for all procurements done with federal and/or state funds. ~~This policy and the related Procurement and Property Management Procedures shall fulfill that requirement and are consistent with applicable federal and state regulations and policies.~~

**PURPOSE** This policy and the related Procurement and Property Management Procedures shall fulfill that requirement and are consistent with applicable federal and state regulations and policies.

**SCOPE** All programs and services under the auspices of the Michigan Works! Southwest Workforce Development Board ~~that receives funding under Title I of the Workforce Innovation and Opportunity Act.~~

Within the Michigan Works! Southwest Agency, the procurement standards outlined in this policy and the companion procedures shall be used to conduct all procurements unless stipulated otherwise by a specific funding source.

**REFERENCES** ~~State of Michigan's Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 19-3024-36~~ and subsequent changes, Procurement

Michigan Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 12-30 Property Management

~~State of Michigan's Department of Labor and Economic Opportunity, Workforce Development and its successors, Policy Issuance 22-04c1~~ and subsequent changes, Regarding Property Management

Workforce Innovation and Opportunity Act of 2014

Code of Federal Regulations (CFR), Title 2, Subtitle B – Federal Agency Regulations for Grants and Agreements

2 CFR Part 200 and 2 CFR Part 2900 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Code of Federal Regulations (CFR), Title 48 – Federal Acquisition Regulations System

Michigan Works! Southwest Workforce Development Board Policy 10, and subsequent revisions/changes, Standards of Conduct

Michigan Works! Southwest Workforce Development Board Policy 31, and subsequent revisions/changes, Records Management and Destruction

## DEFINITIONS

**Equipment**—tangible personal property (including information technology systems) with a unit acquisition cost of ~~\$5,000~~\$10,000 or more and having a useful life of one year or more.

**The State or State**—refers to the State of Michigan’s workforce development department and its successors.

**Supplies**—tangible personal property other than those described in the equipment definition with a unit acquisition cost of less than ~~\$5,000~~\$10,000.

## POLICY

### I. Simplified Acquisition Threshold

- A. Unless otherwise prescribed by the specific grant or funding source, the simplified acquisition threshold for procurements made in whole or in part with funds administered by the State is \$250,000.
- B. Prior approval from the State is required before initiating any procurement of equipment, capital improvements, and/or other capital expenditures ~~in excess of more than~~ the simplified acquisition threshold and using formula funds administered by the State. State established procedures must be used to secure required prior approval for these types of procurements.
- C. The entity initiating any procurement over the simplified acquisition threshold, including contract modifications, must perform a cost or price analysis.
- D. Discretionary funds and other non-formula funds administered by the State may have lower thresholds for which prior State and/or federal agency approval is required. If no specific guidance is provided from the funding agency, approval from the federal awarding agency is required for expenditures, including equipment, of ~~\$5,000~~\$10,000 or more.

### II. Procurement Standards

- A. Prior to initiating any procurement, the Michigan Works! Southwest (MWSW) Agency and their subrecipients must conduct a review of their current equipment, supplies, and services to ~~assure~~ensure the planned purchase is necessary and non-duplicative.
  1. The MWSW Agency and their subrecipients must also contact the MWSW Agency’s ~~property coordinator~~Administration Unit prior to the purchase of supplies or equipment to assure that a suitable item is not available in the inventory of returned/unused items.



2. Lease versus purchase options shall also be considered ~~as a means to~~ avoid unnecessary or duplicative purchases.
- B. Funds shall be awarded only to entities capable of successfully meeting the terms, conditions, and specifications in the procurement documents. All procurement decisions shall consider a proposer's past performance, integrity, risk potential and financial and technical resources.
- C. The total value of the procurement is to be considered before determining the procurement method to be used.
- D. Procurements shall be conducted using only the methods approved by the state or federal funding agency.
  1. Approved procurement methods include:
    - a. Micro-Purchases
    - b. Small Purchases/Simplified Acquisitions
    - c. Sealed Bids
    - d. Competitive Proposals (Request for Proposals/RFP) and
    - e. Noncompetitive Proposals (Sole Source purchases).
  2. A detailed description of each approved procurement method, situations for use, and the requirements for each method shall be included in the local Procurement and Property Management Procedures.
- E. For all procurements ~~in excess of~~ more than the simplified acquisition threshold, formal procurement procedures shall be used. Formal procedures shall include only sealed bids or competitive proposals (RFP).
- F. Documentation of each step in the procurement process must be maintained including rationale for the method of procurement, selection of contract type, independent estimates, cost/price analysis, solicitations, bids, proposals, documentation of costs, justifications, bidder lists, contractor selection or rejections, resulting agreements, profit, and the basis for the agreement price.
  1. Written procedures for procurement transactions must include:
    - a. a clear and accurate description of the requirements and
    - b. identify the requirements and all other factors to be used to evaluate proposals/bids.
  2. Documentation of the procurement of a subrecipient and all non-equipment and supply purchases shall be maintained for three years after the end of the funding period.
- G. Prior approval from the MWSW Agency's Administration Unit is required for all subrecipient equipment purchases of ~~\$5,000~~ \$10,000 or more.
- H. Procurements cannot be separated into multiple processes or purchases unless it is documented that using such a procedure would result in a cost savings or maximize participation by small businesses and minority, ~~and~~ women-owned and veteran-owned businesses, and labor surplus area firms.
- I. The entity initiating the procurement shall be responsible for the settlement of all contractual and administrative issues arising out of the procurements.
- J. All entities shall conduct procurements without consideration for statutorily or administratively imposed state or local geographic preferences in the evaluation of bids or proposals unless applicable Federal ~~statues~~ statutes mandate or encourage geographic preference.
- K. Equipment or products purchased with Workforce Innovation and Opportunity Act (WIOA) Title I or II or Wagner-Peyser (W-P) Act funds shall comply with the "Buy

American Act.” and the “Solid Waste Disposal Act.”

### III. Selection of Subrecipients

- A. The selection of subrecipients for direct workforce development services, must be conducted using Request for Proposal (RFP), a formal, competitive procurement process.
- B. The primary consideration in selecting an agency or organization to deliver services shall be the effectiveness of the entity to deliver the services as described in the solicitation documents and their level of potential risk.
  1. RFP documents shall require proposers to submit documentation and/or responses that demonstrate
    - a. their understanding of and ability to work with the population being served,
    - b. to design and implement effective programming, and
    - c. to meet program requirements and performance goals while operating within budget and allowable cost parameters.
  2. Written evaluation criteria for each RFP for direct service delivery shall be weighted to assure that effectiveness is the focus of consideration, and that level of risk has been evaluated.
- C. A committee consisting of at least three voting members of the WDB shall review and evaluate proposals submitted in response to an RFP for the provision of direct services. Up to two representatives of other MWA oversight entities may be included in the RFP review committee.
  1. As part of the committee review, a consensus recommendation for subrecipient selection shall be made.
  2. This recommendation, along with the internal staff recommendation, will be used in the subrecipient selection decision.
  3. The subrecipient selection decision shall be communicated to the WDB at the next regularly scheduled meeting of the Michigan Works! Southwest Workforce Development Board (Executive Committee or the Full Board).
- D. Unless otherwise required by the funding source, the RFP instructions shall indicate that the solicitation for services shall be for a period of no more than three years.
  1. Initial agreements awarded as a result of an RFP process will be developed for a one-year period. The development of agreements for the second and third years of funding is contingent upon
    - a. the availability of state/federal funding,
    - b. satisfactory attainment of performance objectives,
    - c. the negotiation of budgets and performance levels, and
    - d. an evaluation of risk.
  2. Michigan Works! Southwest Administration **Unit** reserves the right to conduct an additional solicitation during the three-year period if it is determined to be in the best interest of the program.
  3. Agreements awarded as a result of an RFP for direct service delivery shall be structured for cost reimbursement only.
- E. An administration monitoring system shall be used to ensure that subrecipients perform in accordance with the terms, conditions, and specifications of their agreement.
- F. Agreements awarded in response to an RFP shall contain sufficient language to
  1. protect the federal funds from waste, fraud, and abuse;

2. protect the fund recipient and subrecipient; and
  3. be in compliance with applicable federal, state, and local laws.
- G. The MWSW Agency shall not award a contract to any party which is debarred, suspended, ineligible for, or otherwise excluded from participation in federal assistance programs or funding.
1. The Procurement and Property Management Procedures shall include procedures to assure that funds are not awarded in violation of this requirement.
  2. Agreements shall contain the provisions required by federal and state statute and policy, including but not limited to Equal Employment Opportunity (EEO), Davis-Bacon, termination for cause and for convenience and Byrd Anti-Lobbying.

#### IV. Procurement and Property Management Procedures

- A. The Michigan Works! Southwest Administration Unit shall establish, maintain, and follow Procurement and Property Management Procedures that are consistent and align with applicable federal, state, and local laws, regulations, policies, and procedures.
1. These procedures shall establish a procurement environment that allows full and open competition.
  2. Standards shall be established in the Procurement Procedures to assure that unfair requirements that would restrict competition are not placed on procurements.
  3. The Standards of Conduct/Conflict of Interest policies and procedures established by the WDB shall be incorporated into these Procedures and shall address employees, Workforce Development Board members, and organizational conflict of interest.
- B. This policy and the Procurement and Property Management Procedures shall apply to all subrecipients.
1. Subrecipients may utilize the procurement procedures of their organization if the requirements of this policy and the related procedures are incorporated in their organization's procedures.
  2. Subrecipients using the MWSW Agency's Procurement and Property Management Procedures must formally adopt them through their administrative structure.
- C. The Procurement and Property Management Procedures shall include procedures for the recording and disposition of equipment and supplies, inventory requirements, and procurement record retention requirements that incorporate federal, state, and local regulations and policies.

#### V. Equipment and Property Management

- A. All goods purchased with grant funds shall be used by the program or project for which it was purchased.
- B. When no longer needed for the original program or project, the equipment may be used in other activities supported by a federal agency.
- C. Goods purchased with grant funds shall be used until they are no longer useful or needed by the original program or project; or no longer used by another federally supported program or project for which the equipment was reassigned.
1. The Michigan Works! Southwest Agency's ~~property coordinator~~ Administration

- Unit shall be contacted regarding proper disposition of equipment and supplies deemed no longer useful or needed.
2. The Procurement and Property Management Procedures shall detail the procedure for ~~disposition of~~disposing equipment and supplies based on the requirements of policy and the funding source.
- D. All subrecipients shall be responsible for proper control, maintenance, and accountability of all goods purchased with grant funds, regardless of the cost of the items.
  - E. Adequate records sufficient to detail the status and significant history of all goods purchased in whole or in part with state or federal funds shall be maintained.
  - F. At a minimum, records of equipment and supply purchases shall be retained for three years after the funding period ends or final disposition of the equipment, whichever is longest.
  - G. A local inventory system shall be utilized to track equipment and supplies. All subrecipients shall maintain an equipment and property inventory and submit and/or reconcile their inventory based on a schedule established by the MWSW Agency.

**ACTION** All staff must become familiar with the requirements of this policy and all impacted staff must take action, as appropriate and necessary, to implement the directives of this policy immediately.

**INQUIRIES** Questions regarding this policy should be directed to the Michigan Works! Southwest Administration Unit by telephone at 269-349-1533 or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org).

Michigan Works! Southwest is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The information contained in this policy will be made available in alternative formats (large type, audio recording, etc.) upon request to the Michigan Works! Southwest Administration office. For details, please contact the Michigan Works! Southwest Administration by telephone at 269-359-1533, or by email at [miworks@upjohn.org](mailto:miworks@upjohn.org), or dial 711 for the Relay Center and TTY.

**INITIAL EFFECTIVE DATE** 7/1/2005

APPROVED		
Initial Policy	WDB Executive Committee	7/1/2005
Revision 01	Workforce Development Board	5/14/2009
Revision 02	WDB Executive Committee	7/12/2012
Revision 03	WDB Executive Committee	6/6/2013
Revision 03	Workforce Development Board	10/15/2014 <i>(All WDB policies accepted to apply to all four counties)</i>
Revision 03-Addendum	WDB Executive Committee	4/15/2015
Revision 04	WDB Executive Committee	7/15/2015
Revision 05	WDB Executive Committee	7/20/2016
Revision 06	WDB Executive Committee	01/10/2020
Revision 07	WDB Executive Committee	03/17/2022
<u>Revision 08</u>	<u>WDB Executive Committee</u>	<u>xx/xx/2025</u>

**EXPIRATION** Ongoing

**DATE:** January 9, 2025  
**TO:** Workforce Development Board  
**FROM:** Jakki Bungart-Bibb / Kathy Olsen  
**SUBJECT:** Workforce Development Board – Alternate Appointment

We are requesting WDB consideration and approval of the appointment of Bobby Beauchamp, Dean of Workforce Development, Kellogg Community College, to the Workforce Development Board for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties) as an alternate for Dr. Paul Watson, representing education.

This alternate appointment is for the balance of a two-year term that began October 1, 2024 and ends September 30, 2026.

**DATE:** January 9, 2025  
**TO:** Workforce Development Board  
**FROM:** Jakki Bungart-Bibb / Kathy Olsen  
**SUBJECT:** WDB Career Educational Advisory Council (CEAC) Appointment

We are requesting WDB consideration and approval of the appointment of Bobby Beauchamp, Dean of Workforce Development, Kellogg Community College, to the Workforce Development Board's Career Educational Advisory Council (CEAC) for Michigan Works! Southwest (Branch, Calhoun, Kalamazoo, and St. Joseph Counties). This appointment is to replace Dr. Dennis Baskin and his alternate Scott Cubberly.

This appointment is for the balance of a two-year term that began July 1, 2024 and ends June 30, 2026.

**Career & Educational Advisory Council (CEAC)  
 2025 Meeting Schedule**

<b>DAY</b>	<b>DATE</b>	<b>TIME</b>	<b>PLACE</b>
Monday	March 17, 2025	1:00-3:00 p.m.	Upjohn Institute 300 S. Westnedge Ave. Kalamazoo, MI 49007
Monday	May 12, 2025	1:00-3:00 p.m.	Upjohn Institute 300 S. Westnedge Ave. Kalamazoo MI 49007
Monday	September 15, 2025	1:00-3:00 p.m.	Upjohn Institute 300 S. Westnedge Ave. Kalamazoo MI 49007
Monday	December 8, 2025	1:00-3:00 p.m.	Upjohn Institute 300 S. Westnedge Ave. Kalamazoo MI 49007

Additional meetings may need to be added if initiatives are presented that require the attention of the CEAC.

A virtual link will also be provided for each of the meetings.

CEAC Agendas, Minutes and Schedules will be posted on the Michigan Works! Southwest website at: <https://www.michiganworkssouthwest.org/workforce-development-board> Select the heading: Career Educational Advisory Council.

# Business Solutions Summary Dashboard

December 2024



## Business Solutions Services

Served 07/01/2024-12/31/2024

**254** Employers Served  
**1,346** Services Provided

## Employer Resource Network®

10/01/2024-12/31/2024

**497** Services Delivered  
**279** Unique employees served  
**23** Total Employers

## Going PRO Talent Fund FY2025 Cycle 1

\*One (1) additional employers outside of Michigan Works! Southwest's four-county area were awarded GPTF funding.

<b>31*</b>	<b>\$1,946,196.97</b>	<b>1005</b>	<b>229</b>	<b>305</b>
companies awarded	awarded to companies	individuals to be trained	planned apprentices	anticipated new hires

## Going PRO Talent Fund FY2024 Cycle 2

<b>15</b>	<b>\$682,111</b>	<b>300</b>	<b>117</b>	<b>78</b>
companies awarded	awarded to companies	individuals to be trained	planned apprentices	anticipated new hires

## Going PRO Talent Fund FY2024 ELC

\*One (1) additional employer outside of Michigan Works! Southwest's four-county area was awarded GPTF funding.

<b>10*</b>	<b>\$216,365</b>	<b>150</b>	<b>0</b>	<b>6</b>
companies awarded	awarded to companies	individuals to be trained	planned apprentices	anticipated new hires



# Service Summary Dashboard

December 2024



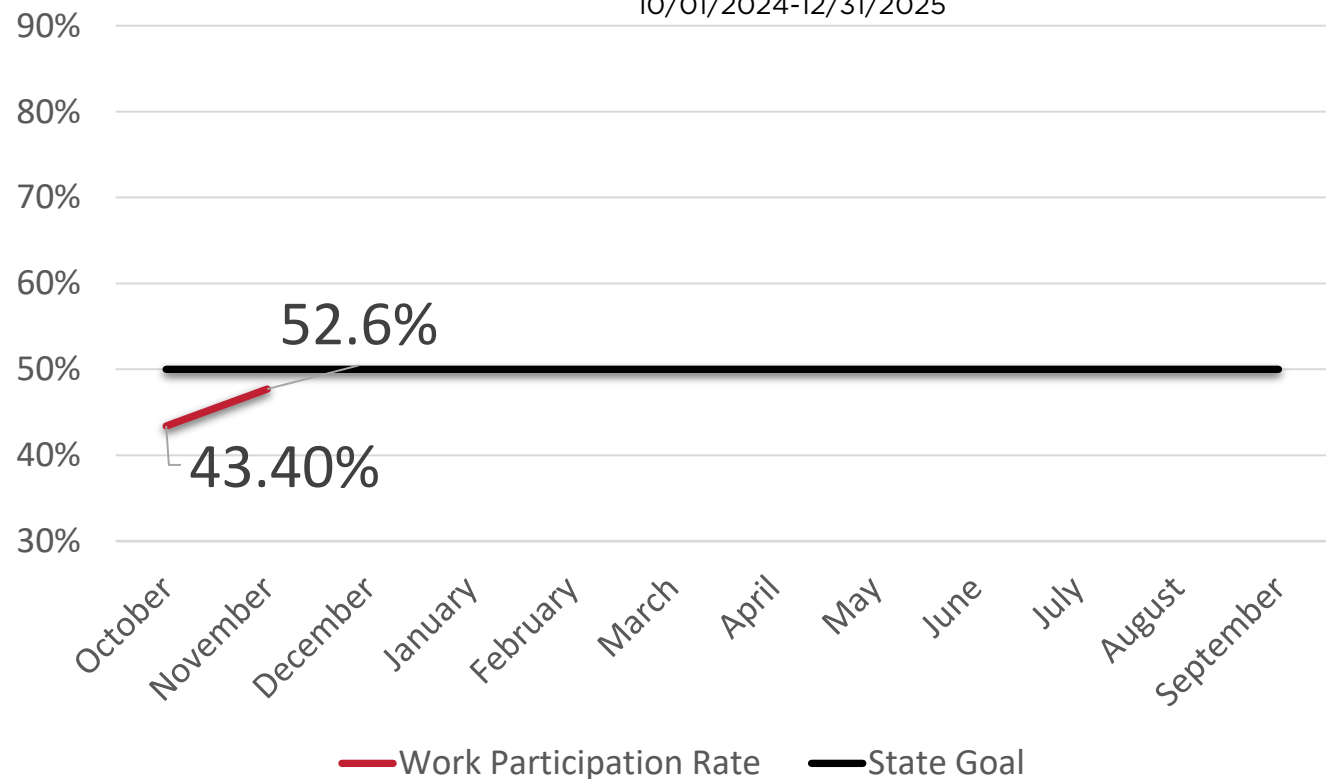
## Partnership. Accountability. Training. Hope.

Served 10/01/2024-12/31/2024

**434** Participants  
**36.8%** Employment Rate  
**\$15.44** Average Wage

**FY2025** Work Participation Rate **48.0%**

10/01/2024-12/31/2025



## Gain Employment. Maintain Support.

Served 10/01/2024-12/31/2024

**69** Participants  
**44.9%** Employment Rate  
**\$15.65** Average Wage

## WIOA & Wagner-Peyser Performance Summary

PY2024 Q2 (10/01/2024-12/31/2024); Data Pull 1/06/2024

	WIOA ADULT		WIOA DISLOCATED WORKER		WIOA YOUTH		WAGNER-PEYSER	
	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Employment 2nd Quarter After Exit	88.6%	92.2%	88.0%	91.7%	79.0%	65.5%	70%	73.1%
Employment 4th Quarter After Exit	84.0%	84.4%	85.0%	92.3%	79.0%	61.2%	67%	72.5%
Median Earnings 2nd Quarter After Exit	\$8,500	\$9,698	\$9,100	\$10,571	\$4,600	\$4,939	\$8,000	\$8,375
Credential Attainment Rate	83.5%	77.8%	83.0%	100.0%	64.7%	43.2%	N/A	N/A
Measurable Skill Gains	66.0%	61.1%	67.6%	50.0%	48.7%	25.6%	N/A	N/A