

Request for Proposals

Policy Clearinghouse Services and Association Support

Due Date: Friday, June 7, 2024, 5:00 PM (EST)

Inquiries and Proposals Should Be Directed To:

Ryan Hundt
Chief Executive Officer
hundtr@michiganworks.org

BACKGROUND INFORMATION

Michigan Works! Association

The Michigan Works! Association (the Association) is a 501(c)(3) non-profit membership organization that provides services and support to Michigan's talent development system - the Michigan Works! network.

The Association believes the key to advancing prosperity across the state is a skilled workforce. As the state's primary workforce development association, our purpose is to **inspire, educate and influence** actions that keep Michigan working. The focus is to continue to move the needle on policy, education, and collaboration.

The Association connects its members with resources to help them better serve employers and job seekers. Through the Association, members can access timely, relevant professional development opportunities and ensure high-quality programs for all customers.

The Association is built on three service pillars:

- **Voice:** Advancing the interests of the Michigan Works! Network through advocacy and participation in the legislative process.
- **Knowledge:** Sharing research-based best practices, information, and practical details about the Michigan Works! Network.
- **Connection:** Providing training and networking opportunities for leaders and members.

The mission of the Michigan Works! Association is to provide leadership and services and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

Michigan Works! Network

The Michigan Works! Network is the first unified workforce development system in the country and an instrumental partner for developing Michigan's economic future.

While each Michigan Works! organization is unique and independently operated, they all have several things in common:

- Private-sector led Workforce Development Boards are vision-hubs in their communities
- Creating on-demand solutions for high-demand skills
- Providing a network of resources throughout the state for employers and job seekers
- Finding innovative ways to create solutions for challenging recruitment projects
- Using community connections to bring together employers within specific industries to address long-term hiring issues

The Michigan Works! Network contributes to the state's economic vitality through the provision of workforce training and services that meet the needs of targeted business sectors and employers.

STATEMENT OF NEED

The Michigan Works! Association is seeking policy clearinghouse services and Association support to enhance the Association's member services.

Services to be provided include:

- Creating a weekly communication tool called the Dispatch, which provides updates on state and federal communications related to workforce development, along with policy issuances and program guidance. Creation of the Dispatch includes the following:
 - Reviewing incoming state and federal policy and programmatic communication
 - Writing relevant vignettes to include in the weekly communication
 - Placement of vignettes in a digital newsletter distribution tool
 - Scheduling of the distribution.
 - Editor notes and other guidance will be included in relevant vignettes. A Dispatch is prepared for no less than 47 weeks per year.
- An email in lieu of the Dispatch will be prepared for the balance of the weeks. These weeks include the week of July 4, Thanksgiving week, Christmas week, New Year's week, and the week prior to the start of the Michigan Works! Annual Conference.
- Capturing and submitting all system comments to state draft policies. This includes getting consensus between commenters that may present conflicting comments. Comments may require vetting with the commenter to flush out the intended resolution. On average 6 per month.
- Sharing state responses on comments submitted with the comments and the applicable User Group.
- Assisting state personnel in understanding the art of policy development.
- Bringing to the attention of Association team members policy-related material that may be of interest in their area of responsibility. This may be anything on a continuum of an email to a team member to preparing actionable briefs.
- Participate in the monthly Leadership Committee meeting
- Participate in the Planner User's Group, currently 6 meetings per year. Provide back-up PUG meeting facilitation when the assigned Association team member is unavailable.
- Participate in 1:1 meetings on an as need basis with the Association CEO or designated Association staff regarding priorities, subjects of concern, etc.
- Serving on workgroups as assigned as an Association representative. Providing input to the workgroup, providing a meeting synopsis to Association leadership.
- Provide support to Association team members on workforce related issues including but not limited to policy, training topics, potential trainers, conference workshop ideas or speakers, and policy implementation issues.
- Train and provide support to any Michigan Works! Association team member that is assigned policy clearinghouse services.
- Provide additional support to the Association team on an as-needed or as requested basis including but not limited to reading legislation and draft or official regulations, preparing system comments on draft regulations, developing a training plan for implementation of new legislation or regulations, and reading and providing a synopsis of state plans.

Requirements:

- Entities/individuals should have no less than 5 years of experience and knowledge with the Michigan Works! system.
- Having experience working in the Michigan Works! system is preferred.
- The selected entity should have the following knowledge:
 - Knowledge of Michigan's workforce system including programmatic and fiscal.
 - Knowledge of the federal workforce system including the federal agencies that operate in the workforce/employment and training space.
- Knowledge/relationships with key stakeholders.

PROPOSAL PROCESS

The Michigan Works! Association anticipates approximately \$50,000.00 will be made available to support the activities listed under the Statement of Need outlined in this RFP.

PROPOSAL PROCESS

The purpose of this RFP is to identify potential vendors to provide services described in the Statement of Need.

INSTRUCTIONS ON PROPOSAL SUBMISSION

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

Offerors may submit their proposals (**Section I and II**) electronically and will be accepted through **Friday, June 7, 2024, 5:00 PM (EST)**.

Electronic proposals must be submitted in PDF format only to **Ryan Hundt, Chief Executive Officer, hundtr@michiganworks.org**.

Inquiries

To ensure the Association maintains an open competition process, inquiries regarding this RFP must be in writing and sent to **hundtr@michiganworks.org**. Inquiries will be accepted through **Friday, May 31, 2024, 5:00 PM (EST)**. Inquiries and responses will be posted at <https://www.michiganworks.org/open-rfps> by **5:00 PM (EST) on Tuesday, June 4, 2024**.

Conditions of Proposal

All costs incurred in the preparation of a proposal will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association. Michigan Works! Association reserves the right to make an award without further discussion of the proposals submitted.

General Information/Right to Reject:

This RFP does not commit the Michigan Works! Association to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Association may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. The Association reserves the right to accept or reject any or all proposals received because of this request, if it is in the best interest of the Michigan Works! Association. The Association may require the offerors selected to participate in negotiations and to submit such cost, technical, or other revisions of their proposals because of negotiations. The Association is not liable for any costs incurred by the bidder prior to the signing of a contract and/or written authorization from the Association to proceed with the service.

The Michigan Works! Association encourages small businesses, minority-owned firms, and women-owned business enterprises to submit a proposal, and to indicate as such on the cover sheet.

Contract: Length and Termination Prior to Completion:

The Association is prepared to award a two-year contract, beginning July 1, 2024, but reserves the right to renew the contract for a total of 5 years. The Association is prepared to award a two-year contract, beginning July 1, 2024, but reserves the right to renew the contract for a total of 5 years. Budget proposals should be based on a two-year contract. The Association reserves the right to terminate its commitment if the successful contractor fails to make sufficient progress toward completion of the project or if the Association receives

funding reductions which make the proposed project unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of the Association. The Association reserves the right, with no penalty, to change the budget and services may be added or deleted, as necessary. Upon issuance of a contract, both parties will have the option to terminate the contract upon 30 days' written notice to the other party.

Award:

Upon conclusion of final negotiations with the successful bidder, the Association may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. The Association reserves the right to request additional data in support of written proposals. Please do not contact the Association to check the status of proposals.

Payment:

Payments shall be made on a cost reimbursement basis with no advances. Invoices shall detail expenses based on the line items in the proposal budget. Michigan Works! Association will pay invoices within 30 days of receipt unless questions arise as to the appropriateness of an expense.

Administrative Requirements

The selected vendor must sign and return all contracts to Michigan Works! Association within ten (10) days of the receipt of the contract.

All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

Disclaimer

Michigan Works! Association assumes no responsibility or liability for costs incurred by the proposer prior to the effective date of any contract resulting from this RFP. The bidder may be required to obtain licenses, liability insurance (including bonding of staff responsible for financial transactions) comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between the bidder and its employees.

Notification of Award

Proposals will be reviewed with notification of acceptance or refusal within four weeks of submission.

EVALUATION

Proposal Evaluation Criteria

All proposals will be reviewed and rated by a Michigan Works! Association review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

Rating Criteria (Out of 100 points):

- 30 Background and Experience – prior experience with similar work.
- 10 Experience working in the Michigan Works! system – up to 5 points will be awarded for entities/individuals that have experience working in the Michigan Works! system.
- 10 Budget Considerations – sufficient detail provided to assure reasonable cost.
- 30 Cost – your costs will be evaluated against all other proposers. Points will be assigned in decreasing 5-point increments from lowest to highest costs.
- 10 Accuracy and Completeness of Proposal
- 5 Location – up to 5 points will be awarded to all Michigan-based firms (firms headquartered in the State of Michigan).
- 5 Small-Minority-Women-Veteran Owned Business – up to 5 points

- 100 Total Points Awarded

In the case of a tie, preference will be provided to small businesses and women, veteran or minority owned businesses.

SECTION I – PROPOSAL COVER PAGE

Michigan Works! Association

Policy Clearinghouse Services and Association Support

Applicant Organization

Federal ID Number/ SSN

Street Address, City, State Zip Code

Name and Title of Applicant's Authorized Representative

Telephone Number

E-mail Address

Website

Small Business

Female-Owned

Minority-Owned

Veteran-Owned

Certification

I certify that:

- a) I have been authorized to submit and sign this proposal on behalf of the submitting organization.
- b) the quote is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service.
- c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs.
- d) my organization will implement the services in compliance with the stipulations and guidelines set forth by and under the broad supervisor of Michigan Works! Association;
- e) the organization that I represent is an equal opportunity employer/provider.
- f) will fully comply with the following federal, state, and local regulations.
- g) the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- h) there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
- i) has read and understands all the information in this Request for Proposals.
- j) all information received by the contractor during the contract period is considered confidential and shall be protected to the utmost ability of the contractor.
- k) all products produced for the contract awarded under this RFP are the sole property of Michigan Works! Association and shall not be used without prior consent from the Association.
- l) the contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Michigan.

Authorized Signature

Title

Date

SECTION II – QUALIFICATIONS / PROPOSAL COMPONENTS

Complete the following information and submit **one electronic copy** with the signed Proposal Cover Page (**Section I**). Complete responses are required for each section. All proposals must include the following:

A. Organizational Background

Provide a brief description (100 words or less) of your organization.

B. Portfolio

Please submit at least one sample of your policy work.

C. Rate

Please include an hourly rate.

D. Budget

Please include costs broken out by:

- Total cost for services by project or hourly rate.
- Travel / lodging (if necessary)
- Other relevant costs

E. References

Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualifications, and delivery of services.

April 19, 2024 - April 25, 2024

Upcoming Events

Embrace Ease - A Journey Through Anxiety Management

May 29, 2024
9:00 AM - 12:00 PM
Virtual

Join us for a virtual education workshop that will educate participants about anxiety and techniques, including mental health "hacks" to be used to address anxiety and other strong feelings "in the moment."

[Click here to register](#)

Communication Skills: Our Community Listens

June 11-13, 2024
8:00 AM - 4:30 PM
Michigan Works! Clinton Service Center
43630 Hayes Road
Clinton Township, MI 48038

Our Community Listens is a training that has been utilized by large corporations, non-profits, and human services organizations. It is a three-day communication skills training offering a transformational learning experience to strengthen relationships, align teams, and build stronger communities.

[Click here to register](#)

Stay tuned for more 2024 training schedule updates
michiganworks.org/training

In This Issue

PROWD MiCRI Expansion (Draft PI)

UI Reporting System (TEN 26-33)

Michigan Employer Advisor - April 2024

LEO Personnel Update

Local Board Review of AEFLA Applications

Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales, and Computer Employees

Employment and Training Reporter

Draft Policy

PROWD MiCRI Expansion

(Draft PI; Draft BIS); LEO-WD, emailed April 23, 2024

This policy provides FY 2024 PROWD policy instructions. The Partners for Reentry Opportunities in Workforce Development (PROWD) program provides partner Michigan Works! Agencies with funding to support participants currently housed at the Residential Reentry Centers or home confinement. The PROWD program expands on the services offered by the MiCRI.

Highlights:

- An official policy change was released on April 8. That policy was PI 23-23, change 2. The draft PI does not reference PI 23-23 and subsequent changes. Should it?
- All MWAs have received a separate PROWD allocation for the expansion of the MiCRI initiative.

- The PROWD program will operate over a 42-month period of performance, including up to six months for planning and start-up and a minimum 12 months of follow-up. The period of performance is April 1, 2024, to September 30, 2027.
- The PROWD program will engage three main partners conducting Stage 1 and Stage 2 activities. **Editor Note:** According to PI 23-23 and PI 23-23 c1 the Stage 1 partner was identified as Michigan Works! Southeast. Has that changed? PI 23-23 c2 identified Stage 2 players as Michigan Works! Southwest, Detroit Employment Solutions Corporation, and West Michigan Works! will provide pre-employment services for federally incarcerated individuals in the RRCs (see attached list) or home confinement within their geographic area.
- LEO-WD also plans to work with the remaining 13 Michigan Works! Agencies (MWAs) situated throughout the state to provide Stage 1 and Stage 2 pre-employment services and support to participants released directly to home confinement in areas without an RRC. **Editor Note:** Will this "work with the remaining 13 MWAs" be expanded to include MWSW, WMW, and DESC since they have only been identified as conducting Stage 2 activities?
- On page 2 of 7 this initiative is identified as Stage 3. **Editor Note:** It is recommended that this PI subject line captures that this is the MICRI Stage 3.
- Once released from the RRCs or home confinement, Stage 3 services for the participants will continue for as long as needed, leveraging WIOA and other program funding to support the employment training needs of the participants.
- The MWA system is set up so that an individual can return at any time and their services will continue. **Editor Note:** When a 'participant' has either completed their activities or becomes labor attached are activities intended to remain open so the individual can return at any time or will a new registration/enrollment be required?
- The PROWD program is a voluntary program and will be open to federally incarcerated individuals within the RRCs and home confinement that did not receive Stage 1 services at Milan, or transferred from an out-of-state federal incarceration institution. **Editor Note:** How will an MWA know if an individual received Stage 1 services at Milan?
- Both GPMS and OSMIS will be utilized to track participant activities in the RRCs and home confinement, to ensure program reporting meets state and federal requirements. **Editor Note:** Will MWAs have access to GPMS to run reports for the purpose of program implementation and management? Is there a way for the GPMS to upload data to OSMIS to reduce the administrative burden of data entry into two systems?
- PROWD program managers monitor MWA activities by running periodic case management queries to determine how returning citizens are receiving services. **Editor Note:** Are these PROWD program managers at the MWA level or are they at some other level that has not been identified? From what data system are these reports being generated? This is reinforced by the program managers conducting regular reviews of all case files to identify the frequency and way other service providers are assisting these participants. **Editor Note:** Again, at what level are these program managers? Anytime program managers are identified this should specify if the reference is to MWA program managers, LEO-WD program managers, or some other entity program managers.
- Each MWA will assign a coordinator for this project.
- The coordinators will be responsible for developing assessment and service delivery plans for PROWD participants while they are at the RRCs or home confinement. **Editor Note:** This should be left for the MWA to determine who within their structure is responsible for developing assessments and service delivery plans for PROWD participants. A coordinator of the project and developing assessment and service delivery plans could be considered to require different skill sets and should be within the MWAs scope of determining how to implement.
- MWA coordinators also work with career navigators, business services representatives, Local Veterans' Employment Representatives (LVERs), Vocational Rehabilitation, and other partners to refer the participant to all appropriate services depending on what is identified from the assessment. **Editor Note:** Again, this should be within the scope of the MWAs authority of determining how this coordination should be led and not dictated by policy. To establish universal roles for staffing the Stage 3 activities is a one-size fits all approach. There is insufficient funding in Stage 3 to dedicate staffing that handle all functions of the Stage 3 activities.

- Pp 4 lists PROWD Staff Responsibilities and MWA Staff Responsibilities. **Editor Note:** Please clarify who are the PROWD staff versus MWA staff.
- The primary case management and data collection system will be the GPMS. **Editor Note:** Will MWAs have access to GPMS and reports for the purpose of program management? PROWD participants must be dually enrolled in GPMS and OSMIS if WIOA, Wagner Peyser, or other training related services are provided. **Editor Note:** This statement contradicts the statement on pp 3, “The MWAs will assist willing individuals with enrollment into appropriate employment and training programs, as well as register participants into the GPMS and the OSMIS” and “[b]oth GPMS and OSMIS will be utilized to track participant activities in the RRCs and home confinement, to ensure program reporting meets state and federal requirements. Recommendation, clarifying language should be added to page 3 to denote that OSMIS only has to be used if individuals are dually enrolled in Wagner Peyser, WIOA or other training related services. If dually enrolled, the PROWD specific indicator box in the OSMIS should be marked appropriately to begin reporting and supplemental data collection.
- Page 4 Case Management and Date Entry – **Editor Note:** this section provides requirements regarding OSMIS but is not supported with the prior paragraph. OSMIS date entry is only required if participants are dually enrolled into Wagner Peyser, WIOA, or other training related services.
- An OSMIS case note must be entered for each participant which indicates they are following the PROWD guidelines. **Editor Note:** What are the PROWD guidelines that MWAs must certify that someone (they) are following?
- [C]ase notes and services are required monthly to reflect the participant’s progress. Case management should be designed to allow the participant to focus on pre- and post-release activities. **Editor Note:** What MWAs will be providing Stage 3 PROWD pre-release activities?
- PROWD Expansion grantees are required to track and report data on the six WIOA primary performance indicators. The PROWD Expansion specific performance indicators and calculations are identified and briefly defined below. **Editor Note:** Will the six WIOA primary performance screens be available in GPMS if the individual is not dually-enrolled requiring the use of OSMIS?

PROWD Expansion-Specific Performance Indicator	Target
Enrollment Goal	750 total
Enrollment Rate	100%
Recidivism	Lower than the Michigan state recidivism rate (26.6%)

- Pp 5: Reentry Employment Opportunities Performance indicators and Calculations. Enrollment Rate: The number of participants enrolled in the program divided by the enrollment goal. Each MWA has a unique enrollment goal determined by the projection included in the Project Narrative. The enrollment goal is for the total grant period of performance (POP). The PROWD POP began April 1, 2024, and runs through September 30, 2027, including a six-month planning period. Each participant must receive the full menu of services and 12 months of follow-up services. Therefore, the full enrollment goal must be achieved no later than September 30, 2026. **Editor Note:** What is the project narrative and where does one find it? The anticipated number of participants per MWA should be included in the policy issuance. MWAs cannot plan for activities and staff needs without having some idea of the number of individuals that may be seeking these services, particularly when you consider this is a voluntary program.
- Two types of performance reporting are required for all PROWD Expansion grantees: Quarterly Narrative Reports (QNRs) and Quarterly Performance Reports (QPRs). Quarterly reports are due to USDOL 45 calendar days after the end of each quarter. QNRs focus on qualitative information,

although grantees may include quantitative data to supplement the QNR. **Editor Note:** The last sentence of this paragraph does not need to be included. When the report is due to USDOL is a date for LEO-WD unless you are suggesting that the MWAs will be reporting directly to USDOL instead of LEO-WD.

- BIS – CFDA Number: “N/A” has been preprinted. **Editor Note:** This is federal funding. Shouldn’t there be a CFDA number or a unique identifier that is used for the auditors to identify this as federal funding?
- General Administrative costs are limited to 10 percent of the MWA’s allocated funds. **Editor Note:** There are two “Administrative” cost categories on the BIS. What is the purpose of the first Administrative cost category? Are MWAs supposed to be separating administrative costs between these two cost categories? If so, we need clarification on what is defined as an administrative cost separate from what has been defined as a general administrative cost.
- Pp 11 Other Work Activities: Other work activities include: (a) work activities that have not been reported as education or work subsidies (including staff costs related to providing work experience and community service activities, on-the-job training (OJT), job search and job readiness, and job skills training), (b) related services (such as employment counseling, coaching, job development, information and referral, and outreach to business and non-profit community groups), and (c) other work-related expenses. Include such costs when provided as part of a diversion program or as transitional services to individuals who ceased to receive assistance due to employment. **Editor Note:** Including staff costs related to work experience and community service activities, OJTs, job search and job readiness, and job skills training....lends confusion for staff to know where to assign their time, unless you are suggesting that all non-administrative staff time should be charged to Other Work Activities, and if that is the case then provide that language directly. Generally staff costs are attached to the activity. Example: staff time spent with a participant on job search and job readiness would be charged to the Job Search/Job Readiness subcategory of the Program Cost Category.
- Pp 11 Unpaid work activities definition. **Editor Note:** Appears to be a cut and past from the PATH program. Unpaid work activities are work assignments performed in return for welfare. Please define what is meant by welfare; cash assistance, SNAP, Medicare, etc.
- Education/Training Activities: **Editor Note:** Are staff costs an allowable expense to be reported in this Cost Category?
- BIS – Is the Program Cost Category the aggregate of the secondary cost categories that follow or is it intended to stand alone and the categories that follow it are also ‘primary’ cost categories. If it stands alone what expenditures should be reported in this cost category? If it is the aggregate of the secondary cost categories, there should be a formula in the BIS that calculates the aggregate from the secondary cost categories. Is the Education and Training a primary cost category or just a heading for the secondary cost category of Education/Training Activities?

Action: Please submit comments no later than May 6, 2024 to policy@michiganworks.org. This draft PI should be reviewed by both fiscal and program staff.

Federal Policy

Unemployment Insurance (UI) Reporting System

(TEN 26-33); USDOL, emailed April 19, 2024

To provide State Workforce Agencies (SWAs) notice that the U.S. Department of Labor (Department) has begun a project to modernize the Unemployment Insurance Database Management System (UIDBMS), which will include changing the system from an on-premises server-based reporting system to a cloud-based reporting system; and to announce a national webinar to inform states of the modernization’s progress.

State Communication

Michigan Employer Advisor - April 2024

[\(Newsletter\)](#); LEO-UIA, emailed April 22, 2024

In this issue:

- A Message from the Unemployment Insurance Agency
- We Take the Mystery Out of UIA Field Audits of Employer Compliance
- Partnership Will Be Key to Success of New Computer System at the UIA
- Attention Employers - First Quarter Tax Payment
- New Form Needed for WOTC POA
- 2024 Employer Seminars

Editor Note: Please share the *New Form Needed for WOTC POA* article with BSP staff.

LEO Personnel Update

Bulletin; LEO, emailed April 25, 2024

As of Monday, April 29th, Erin Walker will assume the role of Workforce Innovation Team Manager. Erin will oversee the following programs and grants:

WIOA Title I Adult, Dislocated Worker, and Youth
WIOA Title III Wagner-Peyser Employment Service
Reemployment Services and Eligibility Assessment
Fidelity Bonding
The Jobs for Michigan's Graduates Grant

Local Board Review of AEFLA Applications

[\(Memo\)](#); LEO-WD, emailed April 19, 2024

The Workforce Innovation and Opportunity Act (WIOA) supports innovative strategies to keep pace with changing economic conditions and seeks to improve coordination across the primary federal programs that support employment services, workforce development, adult education, and vocational rehabilitation activities.

The WIOA Title II Adult Education and Family Literacy Act (AEFLA) program provides the following critical services for adult learners to improve access to education and training opportunities, as well as to employment:

- Assist adults to become literate and obtain the knowledge and skills for employment and economic self-sufficiency.
- Support the educational and skill achievement of parents and family members to participate in the educational development of their children and improve economic opportunities for families.
- Assist immigrants and English learners in improving their English and math proficiency and understanding of the rights and responsibilities of citizenship.
- Assist incarcerated individuals in strengthening their knowledge and skills to promote successful re-entry into society.

WIOA promotes coordination between the local workforce development boards and adult education providers by requiring the local boards to review the AEFLA applications to ensure alignment with the local workforce plan, per Section 107(d)(11)(B)(i). The local board is not scoring or approving the applications, but rather reviewing the applications to determine whether the application is consistent with the local workforce plan.

The extent to which the application demonstrates alignment with the proposed activities and services in the local plan is one of thirteen considerations the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) must consider when awarding AEFLA grants. LEO-WD is currently soliciting applications for AEFLA funding to support adult education and literacy services. The applications must be submitted to LEO-WD by May 17, 2024. LEO-WD will send the applications received to the respective local workforce development board for review by close of business on May 22, 2024.

LEO-WD cannot predict the number of applications that will be submitted, but there is a table in the memo that shows the number of AEFLA applicants received for each local workforce area during the previous grant cycle.

Action: The deadline to complete the review is June 17, 2024.

Federal Communication

Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales, and Computer Employees

([Federal Register](#); [Permalink](#); [WHD News](#)); USDOL – Wage and Hour, emailed April 26, 2024

WHD News:

The U.S. Department of Labor announced a final rule, Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales, and Computer Employees, which amends the regulations at 29 CFR part 541 under the Fair Labor Standards Act.

The final rule follows a Notice of Proposed Rulemaking published on September 8, 2023, in the Federal Register and makes the following changes:

- Increases the standard salary level and the total annual compensation requirement for highly compensated employees (HCE).
 - On July 1, 2024, the standard salary level will equal \$844 per week and HCE total annual compensation level will equal \$132,964.
 - On January 1, 2025, the standard salary level will equal \$1,128 per week and the HCE total annual compensation level will equal \$151,164.
- Adopts a mechanism to update the earnings thresholds every three years.

The final rule will take effect on July 1, 2024. For more information, please visit [Final Rule: Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Outside Sales, and Computer Employees](#).

Editor Note: Please share with your HR staff.

Other Communication

Employment and Training Reporter

April 22, 2024 edition

Content of Interest:

Appropriations - Republicans Denounce Training Proposal in Budget Hearing

A hearing on the Biden Administration's Fiscal Year 2025 budget request saw several Republicans speak out against proposals for major new job training programs and apprenticeship regulations, but little discussion of level spending sought for the existing programs that are central to the nation's workforce development system.

Rep. Jake LaTurner (R-Kan) raised additional concerns about the Biden Administration's apprenticeship regulations.

LaTurner asked Su to provide data on the number of requests made to ETA's Office of Apprenticeship for apprenticeable occupation determinations, and the average turnaround time for these determinations.

The information LaTurner asked for could contribute to a conversation about whether the structure of the registered apprenticeship system is administratively burdensome, or if it would be made more so by the regulations.

Economic Development 'Publicly Driven' Job Growth Correlates With Broader Gains

An analysis of public sector employment, and jobs related directly to public programs, finds a positive correlation between growth for these sectors and total employment in the nation's 100 largest cities. But the presence of public sector and related employment in local communities looks different from place to place. And so does its relationship with larger economic development.

Poverty - Lawmakers Visit Homeless Shelter to Talk Poverty, Work

A congressional hearing on welfare-to-work, held in a Chicago homeless shelter, raised issues of benefit eligibility structures, barrier removal and job training.

Youth Programs - Youth Express Frustrations With Public Benefits

Young people participating in programs that support their economic stability shared difficulties in navigating public benefit programs, barriers to accessing benefits and frustration with the way systems are designed.

The researchers heard five common complaints about safety net programs. These were: that programs do not reflect young people's needs; it is hard to know what benefits exist and how to access them; application processes are complicated and difficult to manage; programs and processes do not recognize the developmental and life stage realities of young people; and that programs do not sufficiently recognize mental health issues.

Women - EEOC Finalizes New Pregnancy Protections For Workers

The Equal Employment Opportunity Commission finalized regulations to implement the Pregnant Workers Fairness Act, which include employer guidance on understanding their responsibilities.

EEOC officials announced the regulations prior to their April 19 publication in the Federal Register. The regulations technically become effective 60 days after publication. However, the EEOC has been accepting discrimination charges based on the law since June 27, 2023.

The Pregnant Workers Fairness Act became law as part of the Fiscal Year 2023 omnibus appropriations legislation, PL 117-328. The EEOC issued a notice of proposed rulemaking for these regulations on Aug. 11 (ETR 8/14/24, p. 554).

LLSIL

The Employment and Training Administration issued 2024 Lower Living Standard Income Levels, in the April 16 Federal Register. The LLSIL is an alternative to using federal poverty thresholds for program eligibility determinations, particularly in the Workforce Innovation and Opportunity Act adult and youth programs. AWIOA-defined low-income individual is someone whose family income is under the applicable poverty threshold, or under 70 percent of the LLSIL. The LLSILs account for geographic differences in cost of living. **Editor Note: MWAs must wait for LEO-WD to update the lower living standard income in OSMIS prior to implementation of the new levels. Generally, this has coincided with the new program year.**

Editor Note: Due to copyrights the publication cannot be shared.

Upcoming Events & Webinars

Enhance Your Fiscal Management Skills: Register for the Virtual Academy Today

Monday, June 3 - Wednesday, June 5, 2024

Next Level Now Collaborative

Register now to attend the Fiscal Management Virtual Academy on June 3-5, 2024. This comprehensive virtual academy is tailored for workforce professionals responsible for fiscal management within their organizations. Throughout the academy, participants will gain essential knowledge and skills necessary to optimize financial resources, ensure effective oversight and enhance accountability within your organizations. All objectives covered in this academy will align with CFR 200, 2 CFR 2900, WIOA, and related WIOA regulations, ensuring participants are equipped with the latest regulatory guidance.

The academy will cover a range of topics, including maximizing resources, strengthening internal controls, navigating financial reporting, and ensuring compliance with audit requirements. Participants will also explore strategies for budgeting, resource allocation, and procurement standards, empowering them to drive financial excellence within their organizations.

Don't miss this opportunity to enhance your fiscal management skills and propel your organization towards financial sustainability and success. Join us at the Fiscal Management Virtual Academy to gain valuable insights, tools, and strategies for effective fiscal management.

[Click here to register for this event](#)

Editor Note: Please share with your fiscal staff. This is a no cost virtual training.

Dates at a Glance

Dates at a Glance

Apprenticeship Success Coordinators Users' Group

- May 7-8, 2024 (in-person)
- July 16, 2024 (hybrid)
- October 15, 2024 (hybrid)
- December 17, 2024 (virtual)

Business Services Users' Group

- May 7-8, 2024 (in-person)
- August 13, 2024 (in-person)
- December 10, 2024 (virtual)

Communications Users' Group

- May 7-8, 2024 (in-person)
- July 17, 2024 (virtual)
- October 23, 2024 (in-person)

EO Users' Group

- June 25, 2024 (in-person)
- December 3, 2024 (virtual)

Fiscal Users' Group

- May 7-8, 2024 (in-person)
- July 24, 2024 (virtual)
- October 2, 2024 (in-person)
- November 20, 2024 (virtual)

MIS Users' Group

- May 7-8, 2024 (in-person)
- August 6, 2024 (in-person)
- November 12, 2024 (virtual)

Planners Users' Group

- May 7-8, 2024 (in-person)
- July 24, 2024 (virtual)
- October 2, 2024 (in-person)
- December 4, 2024 (virtual)

Michigan Works! Swag Now Available

Just in time for the holidays, we are excited to launch our **Michigan Works! Spirit Shop!**

[Click here](#) to shop a wide variety of Michigan Works! apparel items. **The password to access the site is 1987.**

Make this year's holiday season special by grabbing t-shirts, hoodies, jackets, hats, bags, tumblers, and more for your agency's team!

