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OFFICIAL

Workforce Development Agency, State of Michigan (WDASOM)
Policy Issuance (PI): 13-10, Change 1

E-mailed: 01/21/14 (pv)

Date: January 21, 2014

To: Michigan Works! Agency (MWA) Directors

From: Gary Clark, Director, Office of Talent Development Services
SIGNED

Subject: Fiscal Year (FY) 2014 Partnership. Accountability. Training. Hope. (PATH) Program FY 2013 Closeout Deobligation

Programs Affected: PATH Program

References: Reauthorization of the Temporary Assistance for Needy Families (TANF) Program; Final Rule, 45 CFR Parts 261, 262, 263, and 265

Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996

Rescissions: None

Background: On January 15, 2013, the WDA issued a policy directive that stated, "Effective October 1, 2013, any unspent previous fiscal year funding balances will be reduced and removed from the new fiscal year's allocation at a percentage to be determined at that time." In accordance with that directive, the WDA will deobligate FY 2013 unspent General Fund/General Purpose (GF/GP) PATH funding.



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Policy: The WDA will deobligate an amount equal to unspent FY 2013 PATH funding from the FY 2014 GF/GP allocation. These funding balances are based on FY 2013 closeout information reported in the Management of Awards to Recipients System (MARS).

Any unspent previous year funding balances greater than \$10,000 will be deobligated from the current fiscal year allocation. For FY 2014, the recapture percentage will be 50 percent of the unspent FY 13 balance. Therefore, those MWAs, with unspent funding balances of \$10,000 or more, will be reduced by \$10,000 and then 50 percent of the unspent balance will be deobligated for redistribution at a later date.

Action: Affected MWA Directors must submit a revised Budget Information Summary within 30 days of the official date of this policy issuance to Vancep1@michigan.gov.

Inquiries: Questions regarding this policy issuance should be directed to your Welfare Reform State Coordinator at (517) 373-6324. The information contained in this policy issuance will be made available in alternative format (large type, audio tape, etc.) upon request to this office.

**Expiration
Date:** September 30, 2014

GC:YH:pv
Attachments

**PARTNERSHIP.ACCOUNTABILITY.TRAINING.HOPE. (HOPE)
GENERAL FUND/GENERAL PURPOSE (GF/GP)
BUDGET INFORMATION SUMMARY (BIS)
INSTRUCTIONS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. MWA Number: Enter the number assigned to the MWA.
3. Policy Issuance (PI) Number: Enter the appropriate PI number. “13-10, Change 1” has been preprinted.
4. Plan Period: Identify the time period covered by the plan. “10/01/13 through 09/30/14” has been preprinted.
5. Grant Name: Enter the grant name. “FY 14 PATH GF/GP” has been preprinted.
6. Project Name: Enter the project name. “PATH GF/GP” has been preprinted.

SECTION II - TOTAL FUNDS AVAILABLE

1. Initial Allocation: Enter total GF/GP amount allocated for the plan period.
2. FY 2013 Deobligation Amount: Enter FY 2013 GF/GP unspent funding.
3. Total Allocation: Enter total GF/GP allocation for FY 2014

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

1. Direct Client Services: Enter the amount to be spent for Direct Client Services during the plan period. This amount should include all Direct Administrative Costs associated with the delivery of the Direct Client Services, including the cost for contracts devoted entirely to program services.

Examples of Direct Administrative Costs taken from the TANF Regulations:

- Providing program information to participants.
- Screening and assessments.
- Development of employability plans.
- Work activities.
- Work supports.
- Case management.
- Salaries and benefits for staff providing program services.

- Program related supplies, equipment, travel, postage, utilities, rental, and maintenance of office space.
- a. Work Subsidies: Enter the amount to be spent on work subsidies during the plan period.

Work subsidies include: payments to employers or third parties to help cover the costs of employee wages, benefits, supervision, or training. Do not include expenditures related to payments to participants in community service and work experience activities that are within the definition of assistance.

- b. Education/Training Activities: Enter the amount to be spent on education and/or training activities during the plan period.

Education/training activities include: satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence; education directly related to employment (may include adult basic skills education and English as a Second Language [ESL]); and vocational education training (includes vocational occupational training, condensed vocational training and internships, practicums, and clinicals; and may also include ESL, basic and remedial education).

- c. Other Work Activities: Enter the amount to be spent on other work activities during the plan period.

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, 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.

- 2. Supportive Services: Enter the amount to be spent for each of the supportive services cost categories during the plan period.

- a. Auto Purchases: Enter the cumulative amount to be spent on auto purchases for the plan period.

- b. Public Transportation Allowances: Enter the cumulative amount to be spent on public transportation allowances for the plan period. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

- c. Auto-Related Expenses: Enter the cumulative amount to be spent on auto-related expenses during the plan period. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

- d. Other Supportive Services: Enter the cumulative amount to be spent on other supportive services during the plan period. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, business start-up expenses, moving expenses, etc.
3. Administration: Enter the amount to be spent for each of the administrative cost categories during the plan period.
- a. General Administrative Costs: Limited to 12 percent of the MWA's allocated funds. Enter the cumulative amount to be spent on costs associated with the general administration and coordination of the program for the plan period. If incentive awards are distributed, general administrative costs are limited to 25 percent of the award.

Examples of General Administrative Costs taken from the TANF Regulations:

- Salaries and benefits of staff performing administrative and coordination functions.
 - Preparation of program plans, budgets, and schedules.
 - Monitoring of programs and projects.
 - Fraud and abuse units.
 - Procurement activities.
 - Public relations.
 - Services related to accounting, litigation, audits, management of property, payroll, and personnel.
 - Costs for the goods and services required for the administration of the programs (e.g., supplies, equipment, postage, utilities, rental & maintenance of office space).
 - Travel costs incurred for official business.
 - Management and information systems not related to the tracking and monitoring of TANF requirements (e.g., payroll system for the MWA staff).
 - Preparing reports and other documents.
- b. Information Technology/Computerization: (Not limited to a percentage of funding.) For the plan period, enter the cumulative amount to be spent on the information technology and computerization needed for the tracking and monitoring required by TANF. This includes the salaries and benefits of staff that develop, maintain, support, and/or operate the tracking and monitoring portions of the information technology or computer systems. Contracts for such services are included in this cost category.
4. Total Planned Expenditures: Enter the total of the lines above to obtain the total planned expenditures for the plan period.

**PATH
GF/GP - BIS**

SECTION I - IDENTIFICATION INFORMATION

1. Michigan Works! Agency (MWA):		2. MWA Number:	
3. Policy Issuance Number: 13-10, Change 1		4. Plan Period: 10/01/13 through 09/30/14	
5. Grant Name: FY 14 PATH GF/GP		6. Project Name: PATH GF/GP	

SECTION II - TOTAL FUNDS AVAILABLE

Funding Source: GF/GP	Amount
1. Initial Allocation	\$
2. FY 2013 Deobligation Amount	
3. Total Allocation	

SECTION III - CURRENT PLANNED EXPENDITURES BY COST CATEGORY

Cost Category	Amount
1. Direct Client Services (incl. Direct Administrative Costs)	
a. Work Subsidies	\$
b. Education/Training Activities	\$
c. Other Work Activities	\$
2. Supportive Services	
a. Auto Purchases	\$
b. Public Transportation Allowances	\$
c. Auto-Related Expenses	\$
d. Other Supportive Services	\$
3. Administration	
a. General Administrative Costs (limitations apply)	\$
b. Information Technology/Computerization	\$
4. Total Planned Expenditures	\$

(08/08)

The Workforce Development Agency State of Michigan does not discriminate in employment or in the provision of services based on race, religion, color, national origin, sex, age, height, weight, marital status, arrest without conviction, disability, political affiliation or belief in programs funded under the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

PATH – GF/GP FY 2014 Allocation Table				
Michigan Works! Agency	FY 2014 GF/GP Funding (\$)	FY 2013 Unspent (\$)	FY 2014 Deobligated Amount (\$)	FY 2014 Revised GF/GP Allocation (\$)
ACSET	\$831,717	383,366	(186,683)	645,034
Berrien/Cass/Van Buren	\$364,931			364,931
Calhoun ISD	\$450,053	62,777	(26,388)	423,665
Capital Area	\$425,229			425,229
Career Alliance	\$1,710,248			1,710,248
Central Area	\$201,368			201,368
City of Detroit	\$3,387,020			3,387,020
Eastern U.P.	\$85,480			85,480
Great Lakes Bay	\$704,662	796	0	704,662
Kalamazoo-St. Joseph	\$530,890	37,358	(13,679)	517,211
Livingston County	\$41,409	8,859	0	41,409
Macomb/St. Clair	\$1,141,767			1,141,767
Muskegon County	\$744,423			744,423
Northeast	\$169,765			169,765
Northwest	\$203,068			203,068
Oakland County	\$802,412			802,412
Ottawa County	\$95,928			95,928
Region 7B	\$269,877			269,877
SEMCA	\$1,620,018	76,638	(33,319)	1,586,699
South Central	\$570,345	237,000	(113,500)	456,845
The Job Force	\$111,026			111,026
Thumb Area	\$216,561			216,561
Washtenaw County	\$233,381	87,927	(38,963)	194,418
West Central	\$182,271			182,371
Western U.P.	\$105,151			105,151
Statewide	\$15,199,000	894,721	(412,532)	14,786,468

Deobligated amount equals 50% of FY 2013 Unspent Amount, minus \$10,000 threshold.

January 7, 2013