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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
TALENT INVESTMENT AGENCY
WANDA M. STOKES
DIRECTOR

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DIRECTOR

OFFICIAL
Policy Issuance (PI): 18-20 Change 1

Date: September 27, 2018

To: Michigan Works! Agency (MWA) Directors

From: Joe Billig, Division Administrator **SIGNED**
Targeted Services Division
Workforce Development Agency

Subject: Community Ventures (CV) Program

**Programs
Affected:** CV Program

Rescissions: None

References: Michigan Works! Systems Plan

Background: The CV Program is a partnership between the Michigan Works! Agencies and the Michigan Talent Investment Agency/Workforce Development Agency (TIA/WDA). The program is an initiative that promotes economic excellence and talent development by providing career pathways and wrap-around services to the structurally unemployed and the Asset Limited, Income Constrained, Employed (ALICE) population. The ALICE participants are individuals who are working yet still struggling to make ends meet or one crisis away from poverty.

This initiative will utilize the Business Resource Network (BRN) model to deliver wrap-around services necessary to provide eligible participants with opportunities to long-term, meaningful employment. The BRNs are locally driven private-public consortia whose purpose is to improve the employer's workforce retention through employee support and training. Through the BRN model, services are directly delivered to eligible participants to offer long-term, sustainable employment options and deliver supportive services that reduce barriers to employment.

Benefits of this partnership include linking employers, community and faith-based organizations, and other state and local agencies with eligible

participants in order to assist those with the willingness to work, but who face barriers, with finding long-term, sustainable employment.

Policy:

The WDA previously distributed \$7,000,000 in State-restricted funds for Fiscal Year (FY) 2018 through PI 18-20, issued June 28, 2018.

This policy change distributes an additional \$4,600,00 in FY 2018 funding to support CV Program and Business Resource Network models for the period of July 1, 2018 through September 30, 2019.

Allocations

The “Total Allocation” column (Attachment) represents the total amount of funding available to support the CV Program. The Total Allocation can be spent on any allowable cost of the CV Program. Expenditures do not need to be tracked or reported by allocation methodologies used to derive the Total Allocation. Allocations are made with State-restricted funds.

Use of Funds

Expenditures: Expenditures for CV funds awarded in this policy are allowable only for those activities permitted by the CV Program. In general, to be allowable, a cost must meet the following principles:

- Be necessary and reasonable for the performance of the award.
- Be allocable to the grant.
- Be authorized and not prohibited under federal, state, or local laws or regulations.
- Receive consistent treatment.
- Be adequately documented.
- Conform to grant exclusions and limitations.

Administrative Costs: Administrative costs will be limited to 10 percent of the allocation.

Profit: Please refer to the agency’s Procurement Policy, PI 15-12, issued July 17, 2015, or any policy replacing PI 15-12, for further information regarding profit to commercial organizations and corresponding limitations.

Action: The MWA officials shall prepare and submit a Budget Information Summary within 30 days of the official date of this policy to:

Workforce Development Agency
Targeted Services Division
Ms. Patty Vanaman, Specialist
201 North Washington Square, 5th Floor
Lansing, MI 48913

OR

TIA-CommunityVentures@michigan.gov

The MWAs will process all cash requests through the [Michigan Awards to Recipients System \(MARS\)](#) in accordance with the MARS Manual. The MWAs must have on file appropriate documentation to support each cash draw. All financial transactions are to be reported on an accrual basis. Accrued expenditures mean the charges incurred by the grantee during a given period requiring the provision of funds for (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-grantees, subcontractors, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit amounts.

In general, total accrued expenditures are costs incurred for goods and services received regardless of whether the payment has been made. All reporting of fiscal expenditures for the funds provided in this policy must be reported to the WDA on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to the WDA no later than 60 days after the end of the grant period. In the event that the due date falls on a weekend or state government holiday, the report is due on the last business day prior to the due date. Local areas must submit reports in [MARS](#). If there are any questions regarding cash requests or the submission of required expenditure reports, please call Ms. Marilyn Carey at 517-241-6742.

Inquiries: Questions regarding this policy should be directed to Mr. Todd Butler, CV Administrator, at 517-335-3787 .

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

The information contained in this policy will be made available in alternative format (large type, audio tape, etc.) upon special request to this office. Please contact Ms. Whitney Wasser by telephone at 517-241-1018 or by email at WasserW@michigan.gov for details.

**Expiration
Date:**

September 30, 2019

JB:PV:pv
Attachment

Community Ventures (CV)
Budget Information Summary Instructions

Section I - Identification Information

Michigan Works! Agency (MWA): Enter the name of the MWA.

Policy Issuance Number: Enter the policy issuance number. "18-20 Change 1" has been pre-printed.

Grant Name: Enter the grant name. "FY18 Community Ventures" has been pre-printed.

Project Name: Enter the project name. "CV" has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. "07/01/18 thru 09/30/19" has been pre-printed.

Section II - Total Funds Available

Beginning Allocation: Enter the amount of the beginning allocation.

Additional Allocation: Enter the amount of additional allocation.

De-obligation: Enter the de-obligation amount, if applicable.

Total Funds Available: *This cell will automatically calculate the sum of Section II.*

Section III - Planned Expenditures by Cost Categories

Employer Wage Incentive Grants: Cumulative amount planned for wage incentive grants to CV employers. See the CV Manual for additional details.

Success Coaching: Cumulative amount planned for the employment of CV Success Coaches to provide wrap-around services to all CV eligible participants. See the CV Manual for additional details

Training: Cumulative amount planned for training activities, such as, financial literacy, budgeting, soft and hard skills training.

Supportive Services: *Calculated total of the following:*

Auto Purchase Assistance: Enter the cumulative amount planned for auto purchase assistance.

Auto-Related Expenses: Enter the cumulative amount planned for auto-related expenses. This amount includes automobile repairs, participant mileage reimbursement, license and registration fees, etc.

Child Care Assistance: Enter the cumulative amount planned for providing child care assistance. This includes temporary assistance with the cost to acquire child care services, provide diapers, etc.

Public Transportation Assistance: Enter the cumulative amount planned for public transportation. This amount includes any fees related to open-door public transportation, such as bus tokens, taxi fares, etc.

Rent/Utility Expense Assistance: Enter the cumulative amount planned for rent/utility expense assistance. This includes aiding with back-payment for assistance to become current on rent or to restore utilities.

Other Supportive Services: Enter the cumulative amount planned for other supportive services. This amount includes mileage paid to volunteer drivers, clothing/uniform allowances, professional tools, etc.

Total Planned Program: *This cell will automatically calculate.*

Total Planned Administration: Limited to 10 percent of the MWA allocated funds. Enter the cumulative amount to be spent on costs associated with the administration and coordination of the program.

Examples of Administrative Costs:

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

Total Planned Expenditures: *This cell will automatically calculate.*

Section IV – Limitation Percentage

These cells will automatically calculate the percentage of planned administration expenditures in comparison to total funds available.

Community Ventures (CV) Allocations
July 1, 2018 through September 30, 2019

Michigan Works! Agency	Participant Count	Adjusted Participant Count	Legacy Allocation	Initial Allocation	Additional PI 18-20 Change 1 Allocation	Total Allocation
Berrien/Cass/Van Buren				\$ 157,073	131,370	\$ 288,443
Capital Area				\$ 264,781	221,453	\$ 486,234
Detroit Emp Solutions	226	133	\$ 377,841	\$ 429,168	358,941	\$ 1,165,950
GST Michigan Works!	60	56	\$ 159,091	\$ 394,223	329,714	\$ 883,028
Great Lakes Bay	681	155	\$ 440,341	\$ 277,046	231,711	\$ 949,098
Macomb/St. Clair				\$ 574,621	480,592	\$ 1,055,213
Northeast				\$ 83,566	69,892	\$ 153,458
Northwest				\$ 183,686	153,628	\$ 337,314
Oakland County	128	85	\$ 241,477	\$ 656,704	549,243	\$ 1,447,424
Region 7B				\$ 79,772	66,718	\$ 146,490
SE Michigan Consortium	73	43	\$ 122,159	\$ 451,358	377,499	\$ 951,016
SEMCA	83	56	\$ 159,091	\$ 637,144	532,884	\$ 1,329,119
Southwest				\$ 266,602	222,976	\$ 489,578
UPWARD Talent Council				\$ 185,473	155,123	\$ 340,596
West Central				\$ 105,517	88,252	\$ 193,769
West Michigan Works				\$ 753,266	630,004	\$ 1,383,270
Total	1,251	528	\$ 1,500,000	\$ 5,500,000	4,600,000	\$ 11,600,000

Participant Count – The number of estimated CV participants that are currently employed and are still within the 12-month retention period and 12-month follow-up period of the original CV program. The majority of this population is not receiving employment-related supportive services outside of success coaching.

Adjusted Participant Count – A subset of “Participant Count.” Represents the estimated number of CV participants that are employed and have not reached the 12-month retention period. This population is more likely to be receiving employment-related supportive services in addition to success coaching.

Legacy Allocation – Allocation is based on estimated costs to continue serving legacy participants until they have reached both the 12-month retention period and 12-month follow-up period of the original CV program.

Initial and Additional – Allocations are based on the Wagner-Peyser formula; 50% Civilian Labor Force and 50% Average Unemployment.

Total Allocation – Total amount of funding available to support the CV Program. The Total Allocation can be spent on any allowable cost of the CV Program. Expenditures do not need to be tracked or reported by allocation methodologies used to derive the Total Allocation.