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

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INTERIM DIRECTOR

**OFFICIAL**  
**Policy Issuance (PI): 18-40**

**Date:** October 15, 2018

**To:** Michigan Works! Agency (MWA) Directors

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

**Subject:** Fiscal Year (FY) 2019 Program Plan Instructions for the Community Ventures (CV) Program

**Programs Affected:** CV Program

**Rescissions:** None

**References:** Michigan Works! Systems Plan

**Background:** The CV Program is a partnership between the MWAs 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, Emloyed (ALICE) population. The ALICE participants are individuals who are working yet still struggling to make ends meet or are 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:**

**Plan Instructions**

The Michigan Works! Systems Plan stipulations apply to the CV Program.

The MWA staff shall submit revised plans to address CV activities for the period of October 1, 2018 through September 30, 2019.

The CV plan shall consist of the following:

Plan Approval/Request – which bears the signatures of authorized Chief Elected Official(s) and the Workforce Development Board chairperson.

Plan Narrative – which describes the services and planned activities to be provided October 1, 2018 through September 30, 2019.

Budget Information Summary (BIS) – estimating how the funding will be spent.

**Allocations**

The “Total Allocation” column in Attachment A 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.

**Program Planning and Coordination**

The MWA has latitude in the plans to meet the local needs of the community and their participants. Implementation of a process/strategy is needed for conducting a comprehensive assessment of local employer/participant needs and determining eligibility for the program.

The MWAs are authorized through this policy to use their local sole-source procurement process to establish contracts. Contract periods shall not go beyond September 30, 2019.

**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 an allowable cost, expenses 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 signed Approval Request form, a Narrative, and a BIS form within 30 days of the official date of this policy to:

Workforce Development Agency  
Targeted Services Division  
Ms. Patty Vanaman  
201 North Washington Square, 5<sup>th</sup> Floor  
Lansing, MI 48913  
OR  
[TIA-CommunityVentures@michigan.gov](mailto:TIA-CommunityVentures@michigan.gov)

The MWAs will process all cash requests through the Management of 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 Ms. Patty Vanaman at 517-203-9019.

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

The information contained in this policy will be made available in alternative formats (large type, audiotape, etc.) upon request to this office. Please contact Ms. Whitney Wasser by telephone at 517-241-1018 or by email at [wasserw@michigan.gov](mailto:wasserw@michigan.gov).

**Expiration****Date:**

September 30, 2019

JB:PV:pv  
Attachment

## **Plan Approval Request Form Instructions**

1. Michigan Works! Agency (MWA): Enter the name of the MWA.
2. Plan Title: Enter the appropriate title of the plan being submitted. "FY19 Community Ventures Program" has been pre-printed.
3. Policy Issuance Number: Enter the appropriate policy issuance number. "18-40" has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. "10/01/2018 through 09/30/2019" has been pre-printed.

## Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:  
2. Plan Title(s): FY19 Community Ventures Program
3. Policy Issuance Number: 18-40
4. Plan Period: 10/01/2018 through 09/30/2019

The Chief Elected Official(s) and Workforce Development Board hereby request approval of this document. Please insert the printed name for each signature provided below.

Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Authorized Chief Elected Official	Date:
Printed Name:	
Signature of Workforce Development Board Chairperson	Date:
Printed Name:	

The Talent Investment Agency, in compliance with applicable federal and state laws, does not discriminate in employment or in the provision of services based on race, color, religion, sex, national origin, age, disability, height, weight, genetic information, marital status, arrest without conviction, political affiliation or belief, and for beneficiaries only, citizenship or participation in any federally assisted program or activity.

## Plan Narrative

### A. Michigan Works! Agency (MWA) Identification Information

Community Ventures (CV) Plan Contact Person: Identify the MWA contact person (including telephone number and email address) for purposes of discussing the CV plan contents.

### B. Description of CV Services to be Provided

#### 1. Participant Eligibility

Describe the client assessment process and the development of the Individual Service Strategy. Tools must focus on identifying participants eligible for the CV Program, establishing a case plan to assist participants with identifying and overcoming barriers to maintaining employment, and identifying the tangible and intangible services available to each participant. Additional tools may be used. The MWAs must provide continued wrap-around services for all CV participants currently enrolled in the program.

#### 2. Employer Eligibility

A description of employer recruitment efforts to establish qualified CV employers.

#### 3. Business Resource Networks (BRN)

A description of the planned work to establish new BRNs and maintain existing BRNs; including the planned number and location of new BRNs to be established.

#### 4. Success Coaching

A description of the planned number and location of Success Coaches and how they will be utilized.

#### 5. Case Management

Provide a description of the ongoing case management services for participants.

#### 6. Other Supportive Services

Provide a description of the supportive services that will be made available to participants and any local restrictions on their provision surpassing those set forth in State policy.

**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. "18-40" has been pre-printed.

Grant Name: Enter the grant name. "FY19 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. "10/01/2018 thru 09/30/2019" 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, if applicable.

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 for Fiscal Year 2019**  
October 1, 2018 through September 30, 2019

<b>Michigan Works! Agency</b>	<b>Total Allocation</b>
Berrien/Cass/Van Buren	\$ 114,235
Capital Area	\$ 192,568
Detroit Emp Solutions	\$ 312,122
GST Michigan Works	\$ 286,707
Great Lakes Bay	\$ 201,488
Macomb/St. Clair	\$ 417,906
Northeast	\$ 60,775
Northwest	\$ 133,589
Oakland County	\$ 477,603
Region 7B	\$ 58,016
SE Michigan Consortium	\$ 328,261
SEMCA	\$ 463,377
Southwest	\$ 193,893
UPWARD Talent Council	\$ 134,890
West Central	\$ 76,740
West Michigan Works	\$ 547,830
<b>TOTAL</b>	<b>\$ 4,000,000</b>

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.