



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

JEFF DONOFRIO
DIRECTOR

OFFICIAL
Policy Issuance (PI): 20-23

Date: August 28, 2020

To: Michigan Works! Agency (MWA) Directors

From: Marcia Black-Watson, Division Administrator
Industry Engagement-Workforce Development

Subject: Fiscal Year (FY) 2021 Program Plan and Reporting Instructions for the Business Resource Network (BRN) Program

Programs Affected: BRN Program

Rescissions: PI 18-20: Community Ventures (CV) Program
PI 18-40: FY 2019 Program Plan Instructions for the CV Program

References: BRN Program Manual
Michigan Works! Systems Plan

Background: The BRN Program is a partnership between the MWAs and the Michigan Department of Labor and Economic Opportunity-Workforce Development (LEO-WD). The program promotes economic excellence and workforce development by providing wrap-around services to the Asset Limited, Income Constrained, Employed (ALICE) population and/or individuals with demonstrated or documented barriers to employment. The ALICE population are individuals working, yet still struggling to make ends meet or are one crisis away from poverty.

The BRN program delivers wrap-around services necessary to assist eligible employees in retaining 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 employees to offer long-term, sustainable employment options and deliver supportive services that reduce barriers to employment retention.

Benefits of this partnership include connecting employers, community and faith-based organizations, and other state and local agencies with eligible employees in order to assist those with the willingness to work, but who face barriers to long-term, sustainable employment.

Policy: This policy rescinds both PI 18-20 and PI 18-40 in order to recapture and redistribute state funding in support of BRN activities and extends the program funding effective date an additional 12 months.

This policy is intended to be used in conjunction with the BRN Program Manual, which provides definitions, policy guidance, and program expectations, and any other applicable state and federal laws and regulations.

Allocations:

Please see Attachment A for the formula funding allocations. These allocations result from a recapture/redistribution process based on a 60% minimum expenditure rate of funding awarded under PIs 18-20 and 18-40 and subsequent changes, effective with the 6/30/2020 Management of Awards to Recipients System (MARS) expenditure reports. The difference between the 60% minimum expenditure rate and actual expenditures was recaptured and redistributed to MWAs that met the minimum expenditure rate as of 6/30/2020.

MWAs must expend at least 85% of their award by 12/31/2020. If not, the difference between 85% and the actual expenditures will be recaptured and redistributed to those MWAs that have met the minimum expenditure rate of 85%.

Braiding of BRN funding with other existing funding sources is necessary to eliminate funding gaps and shortfalls as state resources diminish. The underlying funding goal for the program is for it to be self-sustaining at the local level.

All funds must be fully expended by September 30, 2021. No carry-forward of any unexpended P&I funds is allowed. The LEO-WD reserves the right to recapture any unspent funds.

Plan Instructions

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

The MWA staff shall submit new plans to address BRN activities for the period of October 1, 2020 through September 30, 2021.

The BRN 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, 2020 through September 30, 2021. The Plan Narrative

should use the BRN Program Manual. All plans should be consistent with locally approved service polices.

See Attachment B: Plan Narrative

Reporting

Bi-Monthly BRN Coordinator Conference Calls

The LEO-WD will establish a schedule and convene bi-monthly conference calls with the BRN Coordinator to discuss state and local performance; state and local updates, highlight promising and best practices, and deliver technical assistance information. BRN Coordinators should attend each bi-monthly conference call.

Quarterly Performance Reports

The purpose of the Quarterly Performance Report (QPR) is to evaluate program success and usage. The BRN metric elements sought using the BRN QPR form (Attachment C) are the:

- Names of each active BRN employer and the county employers are located,
- Number (unduplicated) of employers active in a BRN, and
- Number of employees who received a BRN services.

MWAs are expected to also provide success stories/testimonials in accordance with PI 18-27. Participant goals, progress and types of services rendered will be tracked quarterly through One-Stop Management Information System (OSMIS) entry and the completion of an Individual Service Strategy (ISS) for those assisted with services utilizing state funds.

The QPRs are due to LEO no later than the 30th calendar day after the end of the calendar quarter. If 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. Quarterly Performance Reports should be emailed to, LEO-BusinessResourceNetwork@michigan.gov.

BRN Quarterly Performance Report Schedule <i>(QPRs are due within 25 days after the end of the reporting quarter.)</i>	
DUE DATE	PERIOD COVERING
October 30, 2020	July 1 – September 30, 2020
January 30, 2021	October 1 – December 31, 2020
April 30, 2021	January 1 – March 31, 2021
July 30, 2021	April 1 – June 30, 2021
October 30, 2021	July 1 – September 30, 2021

See Attachment C: Business Resource Network (BRN) Quarterly Report

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. All plans should be consistent with locally approved service polices.

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, 2021.

Action: Within 30 days from the issue date of this policy MWAs shall prepare and submit electronically to the LEO-WD at LEO-BusinessResourceNetwork@michigan.gov:

- MWA BRN Plan Narrative (Attachment B)
- Signed Approval Request Form (Attachment D)
- Completed Budget Information Summary (BIS) (Attachment E)

Upon receipt of these documents, the LEO-WD will issue Grant Action Notices (GANs) as detailed in this policy.

The MWAs will process all cash requests through 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 policy must be reported to LEO-WD on a quarterly basis. A final close-out report is also required. All quarterly financial expenditure reports are due to LEO-WD no later than the 20th calendar day after the end of the calendar quarter. The final close-out report is due to LEO-WD no later than 60 days after the end of the grant period. In the event 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.

BRN Quarterly Financial Report Schedule <i>(QPRs are due within 25 days after the end of the reporting quarter.)</i>	
DUE DATE	PERIOD COVERING
October 20, 2020	July 1 – September 30, 2020
January 20, 2021	October 1 – December 31, 2020
April 20, 2021	January 1 – March 31, 2021
July 20, 2021	April 1 – June 30, 2021
October 20, 2021	July 1 – September 30, 2021
November 30, 2021	Closeout Report

Inquiries: Questions regarding this policy should be directed to Ms. Tamera Gaines at 517-290-4935.

This policy is available for downloading from the [LEO 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. Lauri Berryhill by telephone at 517-335-0018 or by email at berryhill@michigan.gov.

Expiration Date: September 30, 2021

MBW:DL:tg
Attachments

BRN Program Total Allocations for Fiscal Year 2021
October 1, 2020 through September 30, 2021

Table 1

MWA	CV Allocation	Total Recaptured	Total Redistribution	Total BRN Allocation
Area Community Services Employment & Training Council	2,143,384	0	282,368	2,425,753
Berrien/Cass/Van Buren MI Works!	446,944	0	59,000	505,944
Capital Area MI Works!	753,422	0	99,328	852,750
Detroit Employment Solutions Corporation	1,599,019	275,417	0	1,323,602
Great Lakes Bay MI Works!	1,228,663	0	104,076	1,332,739
GST Michigan Works!	1,280,834	157,097	0	1,123,737
Macomb/St. Clair Workforce Development Board	1,635,058	0	215,705	1,850,763
Michigan Works! Southwest	758,604	0	100,033	858,637
Northeast MI Consortium	237,783	0	31,471	269,254
Northwest Michigan Council of Governments	522,669	0	69,031	591,700
Oakland County	2,110,098	469,628	0	1,640,470
Region 7B E&T Consortium	226,987	0	30,043	257,030
Southeast Michigan Community Alliance (SEMCA)	1,972,055	367,603	0	1,604,452
Southeast Michigan Consortium	1,406,478	0	169,239	1,575,717
UPWARD Talent Council	527,756	0	69,779	597,535
West Central MI Works!	300,246	0	39,672	339,918
	\$17,150,000	\$1,269,745	\$1,269,745	\$17,150,000

Reallocations from FY18

Table 2

MWA	CV FY18 Allocation	FY18 Recaptured	FY18 Redistribution	BRN Allocation
Area Community Services Employment & Training Council	1,595,554	0	169,420	1,764,975
Berrien/Cass/Van Buren MI Works!	332,709	0	35,400	368,109
Capital Area MI Works!	560,854	0	59,597	620,451
Detroit Employment Solutions Corporation	1,286,897	165,250	0	1,121,647
Great Lakes Bay MI Works!	1,027,175	0	62,446	1,089,621
GST Michigan Works!	994,127	94,258	0	899,869
Macomb/St. Clair Workforce Development Board	1,217,152	0	129,423	1,346,575
Michigan Works! Southwest	564,711	0	60,020	624,731
Northeast MI Consortium	177,008	0	18,883	195,891
Northwest Michigan Council of Governments	389,080	0	41,419	430,499
Oakland County	1,632,495	281,777	0	1,350,718
Region 7B E&T Consortium	168,971	0	18,026	186,997
Southeast Michigan Community Alliance (SEMCA)	1,508,678	220,561	0	1,288,117
Southeast Michigan Consortium	1,078,217	0	101,543	1,179,760
UPWARD Talent Council	392,866	0	41,867	434,733
West Central MI Works!	223,506	0	23,803	247,309
	\$13,150,000	\$761,846	\$761,846	\$13,150,000

Reallocations from FY19

Table 3

MWA	CV FY19 Allocation	FY19 Recaptured	FY19 Redistribution	BRN Allocation
Area Community Services Employment & Training Council	547,830	0	112,948	660,778
Berrien/Cass/Van Buren MI Works!	114,235	0	23,600	137,835
Capital Area MI Works!	192,568	0	39,731	232,299
Detroit Employment Solutions Corporation	312,122	110,167	0	201,955
Great Lakes Bay MI Works!	201,488	0	41,630	243,118
GST Michigan Works!	286,707	62,839	0	223,868
Macomb/St. Clair Workforce Development Board	417,906	0	86,282	504,188
Michigan Works! Southwest	193,893	0	40,013	233,906
Northeast MI Consortium	60,775	0	12,588	73,363
Northwest Michigan Council of Governments	133,589	0	27,612	161,201
Oakland County	477,603	187,851	0	289,752
Region 7B E&T Consortium	58,016	0	12,017	70,033
Southeast Michigan Community Alliance (SEMCA)	463,377	147,042	0	316,335
Southeast Michigan Consortium	328,261	0	67,696	395,957
UPWARD Talent Council	134,890	0	27,912	162,802
West Central MI Works!	76,740	0	15,869	92,609
	\$4,000,000	\$507,899	\$507,899	\$4,000,000

Plan Narrative

A. Michigan Works! Agency (MWA) Identification Information

Business Resource Network (BRN) Plan Contact Person: Identify the MWA contact person (including telephone number and email address) for purposes of discussing the BRN plan contents.

B. Description of BRN Services to be Provided

1. Participant Eligibility

Describe the client assessment process and the development of the Individual Service Strategy (ISS) for those served utilizing state funds. Tools must focus on identifying participants eligible for the BRN 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 BRN participants currently enrolled in the program.

2. Employer Eligibility

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

3. 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 Coaches

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

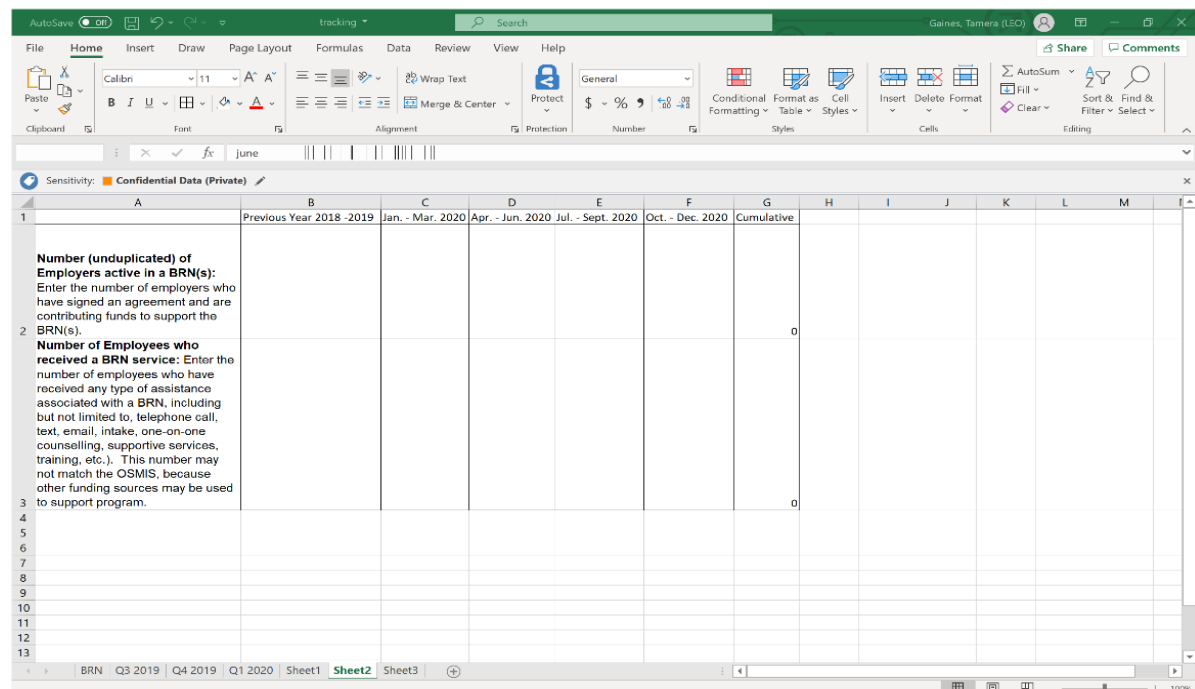
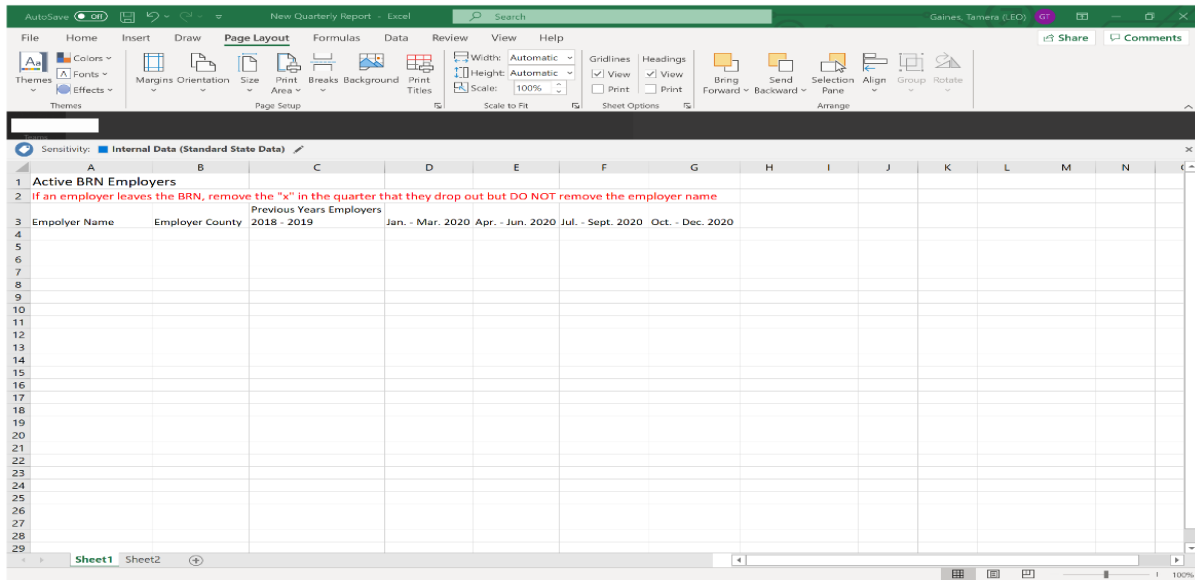
5. Case Management

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

6. Other Supportive Services

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

Business Resource Network (BRN) Quarterly Performance Report



Success Stories/Testimonials:

Success stories/testimonials are expected to be in accordance with PI 18-27.

All Quarterly Performance Reports are due to LEO-WD no later than the 30th calendar day after the end of the calendar quarter. In the event 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. Quarterly Performance Reports should be emailed to, LEO-BusinessResourceNetwork@michigan.gov.

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. "FY21 Business Resource Network Program" has been pre-printed.
3. Policy Issuance Number: Enter the appropriate policy issuance number: 20-23 has been pre-printed.
4. Plan Period: Enter the start and end dates of the plan period. "10/01/2020 through 09/30/2021" has been pre-printed.

Approval Request Form

1. Michigan Works! Agency (MWA) Name and Number:

2. Plan Title(s): FY21 Business Resource Network Program

3. Policy Issuance Number: 20-23

4. Plan Period: 10/01/2020 through 09/30/2021

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:	

Budget Information Summary (BIS) Instructions Business Resource Network (BRN) Program

Section I - Identification Information

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

Policy Issuance: Enter the policy number applicable to the BIS “20-23” has been pre-printed.

Grant Name: Enter the name of the grant associated with the funding being awarded.

Project Name: Enter the name of the project associated with the funding being awarded. “Business Resource Network (BRN) Program” has been pre-printed.

Plan Period: Enter the start and end dates of the plan period. “10/01/2020 through 09/30/2021” 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 Category

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

Childcare Assistance: Enter the cumulative amount planned for providing childcare assistance. This includes temporary assistance with the cost to acquire childcare 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.