



RICK SNYDER
GOVERNOR

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

JEREMY HENDGES
INTERIM DIRECTOR

OFFICIAL
Policy Issuance (PI): 18-40 Change 1

Date: November 30, 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
PI 18-40, issued October 15, 2018

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 policy revises the Budget Information Summary (BIS) for the CV Program by adding a **Program Development** Cost Category in the BIS in Section III, **Planned Expenditures by Cost Category**. An updated BIS document and BIS instructions are attached to this policy for local utilization.

Policy: The MWAs choosing to use the new cost category will prepare and submit a revised BIS for the CV program utilizing the BIS document contained in this policy.

All other requirements and stipulations contained in PI 18-40, issued October 15, 2018, remain in effect.

Action: The MWA officials that have not already done so 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. Those MWAs that have already submitted their documents, but choose to use the new cost category shall prepare and submit the revised BIS contained in this policy within 30 days of the official date of this policy to:

Workforce Development Agency
Targeted Services Division
Ms. Patty Vanaman
201 North Washington Square, 5th Floor
Lansing, MI 48913
OR
TIA-CommunityVentures@michigan.gov

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 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. "18-40 Change 1" 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.

Program Development: Cumulative amount planned for activities to develop and further expand the CV and Business Resource Network, such as employer outreach.

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.