



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TALENT AND ECONOMIC DEVELOPMENT
LANSING

STEPHANIE BECKHORN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 18-40 Change 2

Date: May 15, 2019

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
PI 18-40 Change 1, issued November 30, 2018

Background: The CV Program is a partnership between the MWAs and the Workforce Development Agency (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 are one crisis away from poverty.

The WDA previously distributed \$4,000,000 in State-restricted funds for Fiscal Year 2019 through PI 18-40. An additional Cost Category was added to the Budget Information Summary (BIS) in PI 18-20 Change 1.

Policy: This policy extends the period from September 30, 2019 to September 30, 2020, and adds a quarterly reporting requirement.

The purpose of the quarterly report, Attachment A, is to obtain information regarding the Business Resource Networks (BRNs). The type of information sought is the number of BRNs, how many employers are participating, and the types of services being offered. The quarterly reports are due to the WDA no later than the 20th calendar day after the end of the calendar quarter. 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. The first report is due July 19, 2019.

All other requirements and stipulations contained in PI 18-40 change 1, issued November 30, 2018, remain in effect.

Action: The MWA officials 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 WDA is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The WDA is funded by State and Federal funds; more details available on the Legal Disclaimer page at www.michigan.gov/WDA. Please contact Ms. Whitney Wasser by telephone at 517-241-1018 or by email at WasserW@michigan.gov for details.

Expiration Date: September 30, 2020

JB:PV:ww
Attachments

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 2" 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 9/30/2020" 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, and 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.

Fiscal Year (FY) 2019 Business Resource Network (BRN) Quarterly Report

Currently expending Fiscal Year 18 funds no FY19 report required.

1. **Number (unduplicated) of Employers active in a BRN(s):** Enter the number of employers who have signed an agreement and are contributing funds to support the BRN(s).
2. **Location(s) of BRN(s):** List the counties where the employers are located (if your entire area is represented/covered, you may state "all counties in our area").
3. **Number of, Employees who received a BRN service:** Enter the number of employees who have received any type of assistance associated with a BRN, including but not limited to, phone call, text, email, intake, one-on-one counselling, supportive services, training, etc. This number may not match the One-Stop Management Information System, because other funding sources may be used to support program.

All quarterly reports are due to the Workforce Development Agency no later than the 20th calendar day after the end of the calendar quarter. 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. First quarterly report is due July 19, 2019.