



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

SUSAN CORBIN
ACTING DIRECTOR

OFFICIAL
Policy Issuance (PI): 20-23, Change 3

Date: July 28, 2021

To: Michigan Works! Agency (MWA) Directors

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

Subject: Fiscal Year (FY) 2021 Budget Information Summary (BIS) 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, issued August 31, 2020
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 to assist those with the willingness to work, but who face barriers to long-term, sustainable employment.

Policy: This policy change recaptures a total of \$197,625 from Detroit Employment Solutions Corporation and redistributes a total of \$113,000 to Northwest Michigan Council of Governments (\$78,000), Capital Area Michigan Works! (\$20,000), and Michigan Works! Southwest (\$15,000). In addition, Attachment C, Quarterly Report has been updated to extend dates through September 30, 2021.

The following MWAs are not affected: GST Michigan Works!, Oakland County, Southeast Michigan Community Alliance, Berrien/Cass/Van Buren Michigan Works!, Macomb St. Clair Workforce Development Board, Northeast MI Consortium, Region 7B E&T Consortium, U.P. Michigan Works!, Michigan Works! West Central, Great Lakes Bay MI Works!, Southeast Michigan Consortium, and West Michigan Works!.

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

Allocations

Please see Attachment A for the formula funding allocations. These allocations are a result from of recaptured funding.

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 BIS Forms for FY18 and FY19 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 service.

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 entry and the completion of an Individual Service Strategy 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:

- A revised BIS for the BRN program utilizing the BIS document contained in this policy.

All other requirements and stipulations contained in PI 20-23, PI 20-23 change 1 and PI 20-23, change 2 remain in effect.

Upon receipt of this document, the LEO-WD will issue Grant Action Notices 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, subgrantees, 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 Mr. Michael LaCharite at 517-335-6051.

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 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	PI 20-23 BRN Recapture & Redistribution Allocation	PI 20-23C2 BRN Recapture & Redistribution Allocation	PI 20-23C3 BRN Total Recaptured	PI 20-23C3 BRN Redistribution	PI 20-23C3 Total BRN Allocation
Area Community Services Employment & Training County	2,143,384	2,425,752	0	0	0	2,425,752
Berrien/Cass/Van Buren MI Works!	446,944	505,944	74,993	0	0	580,937
Capital Area MI Works!	753,422	852,750	0	0	20,000	872,750
Detroit Employment Solutions Corporation	1,599,019	1,323,602	197,625	-197,625	0	1,323,602
Great Lakes Bay MI Works!	1,228,663	1,332,739	0	0	0	1,332,739
GST Michigan Works!	1,280,834	1,123,737	-126,147	0	0	997,590
Macomb/St. Clair Workforce Development Board	1,635,058	1,850,763	275,808	0	0	2,126,571
Michigan Works! Southwest	758,604	858,637	128,456	0	15,000	1,002,093
Northeast MI Consortium	237,783	269,254	39,019	0	0	308,273
Northwest Michigan Council of Governments	522,669	591,700	87,331	0	78,000	757,031
Oakland County	2,110,098	1,640,470	-477,656	0	0	1,162,814
Region 7B E&T Consortium	226,987	257,030	37,238	0	0	294,268
Southeast Michigan Community Alliance (SEMCA)	1,972,055	1,604,452	-374,012	0	0	1,230,440
Southeast Michigan Consortium	1,406,478	1,575,717	0	0	0	1,575,717
U.P. Michigan Works!	527,756	597,535	87,363	0	0	684,898
West Central MI Works!	300,246	339,918	49,982	0	0	389,900
Unallocated	0	0	0	0	84,625	84,625
	17,150,000	17,150,000	0	-197,625	197,625	17,150,000

Reallocations from FY18

Table 2

MWA	CV FY18 Allocation	PI 20-23 FY18 BRN Allocation	PI 20-23C2 BRN Recapture & Redistribution	PI 20-23C2 FY 18 BRN Allocation	PI 20-23C3 FY18 BRN Recaptured	PI 20-23C3 FY18 BRN Redistribution	PI 20-23C3 FY18 BRN Allocation
Area Community Services Employment & Training County	1,595,554	\$1,764,974	0	1,764,974	0	0	1,764,974
Berrien/Cass/Van Buren MI Works!	332,709	\$368,109	44,996	413,105	0	0	413,105
Capital Area MI Works!	560,854	\$620,451	0	620,451	0	20,000	640,451
Detroit Employment Solutions Corporation	1,286,897	\$1,121,647	118,575	1,240,222	-118,575	0	1,121,647
Great Lakes Bay MI Works!	1,027,175	\$1,089,621	0	1,089,621	0	0	1,089,621
GST Michigan Works!	994,127	\$899,869	-75,688	824,181	0	0	824,181
Macomb/St. Clair Workforce Development Board	1,217,152	\$1,346,575	165,485	1,512,060	0	0	1,512,060
Michigan Works! Southwest	564,711	\$624,731	77,074	701,804	0	15,000	716,804
Northeast MI Consortium	177,008	\$195,891	23,411	219,302	0	0	219,302
Northwest Michigan Council of Governments	389,080	\$430,499	52,399	482,898	0	78,000	560,898
Oakland County	1,632,495	\$1,350,718	-286,594	1,064,124	0	0	1,064,124
Region 7B E&T Consortium	168,971	\$186,997	22,343	209,340	0	0	209,340
Southeast Michigan Community Alliance (SEMCA)	1,508,678	\$1,288,117	-224,407	1,063,710	0	0	1,063,710
Southeast Michigan Consortium	1,078,217	\$1,179,760	0	1,179,760	0	0	1,179,760
U.P. Michigan Works!	392,866	\$434,733	52,418	487,151	0	0	487,151
West Central MI Works!	223,506	\$247,309	29,989	277,298	0	0	277,298
Unallocated	0	\$0	0	0	0	5,575	5,575
	13,150,000	\$13,150,000	0	13,150,000	-118,575	118,575	13,150,000

Reallocations from FY19

Table 3

MWA	CV FY19 Allocation	PI 20-23 FY19 BRN Allocation	PI 20-23C2 FY19 BRN Recapture & Redistribution	PI 20-23C2 FY19 BRN Allocation	PI 20-23C3 FY19 BRN Recaptured	PI 20-23C3 FY19 BRN Redistribution	PI 20-23C3 FY19 BRN Allocation
Area Community Services Employment & Training Cour	547,830	660,778	0	660,778	0	0	660,778
Berrien/Cass/Van Buren MI Works!	114,235	137,835	29,997	167,832	0	0	167,832
Capital Area MI Works!	192,568	232,299	0	232,299	0	0	232,299
Detroit Employment Solutions Corporation	312,122	201,955	79,050	281,005	-79,050	0	201,955
Great Lakes Bay MI Works!	201,488	243,118	0	243,118	0	0	243,118
GST Michigan Works!	286,707	223,868	-50,459	173,409	0	0	173,409
Macomb/St. Clair Workforce Development Board	417,906	504,188	110,323	614,511	0	0	614,511
Michigan Works! Southwest	193,893	233,906	51,382	285,289	0	0	285,289
Northeast MI Consortium	60,775	73,363	15,608	88,971	0	0	88,971
Northwest Michigan Council of Governments	133,589	161,201	34,932	196,134	0	0	196,134
Oakland County	477,603	289,752	-191,062	98,690	0	0	98,690
Region 7B E&T Consortium	58,016	70,033	14,895	84,928	0	0	84,928
Southeast Michigan Community Alliance (SEMCA)	463,377	316,335	-149,605	166,730	0	0	166,730
Southeast Michigan Consortium	328,261	395,957	0	395,957	0	0	395,957
U.P. Michigan Works!	134,890	162,802	34,945	197,747	0	0	197,747
West Central MI Works!	76,740	92,609	19,993	112,602	0	0	112,602
Unallocated	0	0	0	0	0	79,050	79,050
	4,000,000	4,000,000	0	4,000,000	-79,050	79,050	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

Active BRN Employers - After entering employer name and county of business location, place an x in the appropriate quarter they joined the BRN.
 If an employer leaves the BRN, remove the "x" in the quarter they drop out but DO NOT remove the employer name.

Employer Name	Employer County	Previous Years								
		Employers 2018 - 2019	Jan. - Mar. 2020	Apr. - Jun. 2020	Jul. - Sept. 2020	Oct. - Dec. 2020	Jan. - Mar. 2021	Apr. - Jun. 2021	Jul. - Sept. 2021	

	Previous Year 2018-2019	Jan. - Mar. 2020	Apr. - Jun. 2020	Jul. - Sept. 2020	Oct. - Dec. 2020	Jan. - Mar. 2021	Apr. - Jun. 2021	Jul. - Sept. 2021	Cumulative
Number (unduplicated) of Employers active in a BRN(s): Self Populates with data from the Employer Information Tab (No need to enter anything)	0	0	0	0	0	0	0	0	0
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, telephone call, text, email, intake, one-on-one counselling, supportive services, training, etc.). This number may not match the OSMS, because other funding sources may be used to support the program.									0

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, Change 3 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, Change 3
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, Change 3” 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

Employer Wage Incentive Grants: Cumulative amount expended for wage incentive grants to CV employers. Effective October 10, 2020, Employer Wage Incentive Grants is no longer an eligible cost.

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

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, 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.

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.