



Seeding Wayne County Mini-Grant Program FY 2026

PAL Program Management Review

Programming:

Program Name: Seeding Wayne County Program Assistant Liaison (PAL) Program

Program Duration: January 2026- September 2026

Areas of Impact: Adult & Youth Education, Health & Nutrition, Employment & Job Readiness, and Neighborhood Improvement

Program Brief Description: The **Program Assistant Liaison (PAL) Initiative** is a relationship-based program that helps Seeding Wayne County Grant recipients build capacity and confidence in managing their grants. If a grantee wasn't awarded in the previous fiscal year, they'll be paired with a Wayne Metro staff member — their PAL — to offer guidance and support. Returning grantees can choose to join the program if they wish.

Program Assistant Liaisons work alongside organizational leaders as collaborators and peers, sharing expertise to help improve program planning, budgeting, record keeping, and overall management practices. They provide advice, resources, and strategies for success, but **grantees remain fully responsible for managing their own grant processes, compliance, and organizational growth.** Each Liaison is paired with an organization based on project focus, needs, and skills to ensure the most helpful match.

While Liaisons offer support and accountability, **they do not complete administrative or program work for grantees.** The Seeding team is the main source for questions about spending, reporting, and compliance; PALs are there to complement, not replace, that guidance. Participating organizations commit to spending at least two hours per month on PAL-related activities, like meetings, site visits, or working sessions.



Roles and Responsibilities:

Your Program Assistant Liaison Will:	Your Seeding Organization Will:
• Time commitment: Minimum of 5 hours per month within your designated 40 hour work week ◦ PAL Support offered on the weekends to attend the grantee(s) event or project must be coordinated and approved with your supervisor (No OT)	• Time commitment: Minimum of 2-2 ½ hours per month
• Plan and facilitate monthly check-ins with Grantees for a total of 5 meetings during the grant term ◦ At least 2 in-person ■ April - Initial ■ August - Close Out	• Attend a monthly meeting with your PAL for a total of 5 meetings ◦ At least 2 in-person ■ April - Initial ■ August - Close Out • These meetings are intended for your organization to work in partnership with your Wayne Metro Program Assistant Liaison (PAL) throughout the grant term to ensure project objectives and goals are met.
• Provide and clarify program communications, expectations, and deadlines to Grantees including but not limited to: ◦ Orientation ◦ Monthly Workshops ◦ Grantee In-Person Meetings ◦ Monthly Narrative ◦ Insurance Expiration Dates ◦ Submission Deadlines ◦ Regional Advisory Council Meetings ◦ Budget Line Item Change Form Deadlines ◦ Final Report Deadline	• It is vital for grantees to read, understand, and follow all Memorandum of Understanding (MOU) guidelines in order for the Program Assistant Liaison initiative to be an effective programmatic benefit.



Assist Grantees in setting and monitoring goals using the "Smart Approach" as a resource	Participate in Goal Setting Process & implement steps identified
Closely read grantees Memorandum of Understanding (MOU) with the grantee, and monitor their project and budget status through consistent communication	Attending the required orientation and submitting the Memorandum of Understanding (MOU)
Promote best practices for documenting expenditures and programmatic outcomes	Maintain financial and programmatic records, and documentation to submit for reimbursement. The PAL is responsible for supporting these uploads. All financial questions should be sent to seedinggrant@waynemetro.org
Provide resource navigation or helpful materials.	Research and source programmatic benefits or wrap-around services for participants and community.
Attend monthly PAL Team orientation, training, and meetings.	Attend BOTH mandatory PAL In-Person meetings (no call, no show require immediate Seeding team consultation)
Participate in program evaluation activities (surveys, etc)	Participate in program evaluation activities (surveys, etc)
- Support the organization with their close out process by providing assistance with: - Final Report narrative - Expenditure documentation collection/uploads - CSBG forms (if applicable) - Federal Audits (if applicable)	- Submit all closeout documentation for the final report with the support for any general questions to your PAL. - Narrative - Expenditure documentation collection/uploads - CSBG forms (if applicable) - Federal audits (if applicable)
Communicate all concerns or challenges pertaining to your PAL responsibilities to the Participatory Grantmaking team as soon as they arise via PAL@waynemetro.org	Communicate all concerns or challenges pertaining to your Seeding Grant responsibilities to the Participatory Grantmaking team as soon as they arise via seedinggrant@waynemetro.org



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Established 1971

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