Department of Employment and Economic Development

Job Training Incentive Program

Grantee Handbook

A guide for managing a Job Training Incentive Program grant.

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Introduction

This handbook will help prepare you for the successful administration of your Job Training Incentive Program (JTIP) grant. Please review the handbook in its entirety.

Conditions of the Grant

Your training project is governed by a grant contract, which is a legal agreement between your organization and the State of Minnesota. A copy of the signed grant contract will be provided to your organization. This signed contract indicates that your organization is eligible to receive JTIP funds provided certain conditions are met. Whenever there is a conflict between the grant contract, grant application, program guide or any other documents related to the grant, the grant contract takes precedence.

Term of the Grant

The official beginning and ending dates of the project are stated in the grant contract. These dates may differ from the dates stated in the grant application. When such differences exist, the beginning and ending dates in the grant contract apply. The length of the projects are limited due to restrictions on the JTIP program allocations which require that each year's allocation be awarded by the end of the fiscal year and expended by the end of the following fiscal year. As such, depending on when a project is awarded, it may run from a maximum of one year to two years.

Training Plan

The approved training plan for which costs may be reimbursed are outlined in the Work Plan that is attached to the grant contract.

Budget and Allowable Costs

The budget summary attached to the grant contract is the official budget. JTIP funds may be used for any costs incurred that are included in the budget for the training outlined in the work plan. Funds may not be obligated for activities not included in the work plan and budget or for activities outside the effective contract dates.

Within the award amount indicated in the contract, reimbursement will be based on the actual number of new jobs and the actual wages paid as of the completion of the project. The grantee may be reimbursed up to $3,000 per new job paying 100-109% of the required wage level (120% of federal poverty guidelines for a family of four), $5,000 per new job paying 110-119% of the required wage level, $7,000 per new job paying 120-129% of the required wage level, and $9,000 per new job paying over 129% of the required wage level. The amount per new job may be increased by $1,000 for any employee with a disability.

Matching Contributions

The Grantee is required to match the grant on a .5:1 basis. Allowable matching contributions are outlined in the official budget and in general may include any costs covered by the Grantee that are not being submitted for reimbursement with JTIP funds and that are directly related to the training being provided in the work plan.

Job Creation and Wage Requirements

The Work Plan that is attached to the contract will identify the number of base jobs at the project location which must be maintained until the grant end date. It also identifies the number of new jobs that will be created. In order to be eligible for reimbursement, at a minimum, three permanent, new jobs must be created that provide at least 32 hours of work per week for a minimum of nine months per year and the new jobs must pay wages at least equal to 120% of federal poverty guidelines for a family of four by the end of the training period.

Transmission of Grant Funds

JTIP funds are paid on a reimbursement basis at the conclusion of the training project upon DEED’s receipt of all required reports based on the actual number of new jobs created and the actual wages paid. Payments are generally issued within ten days of receipt of all required reports.

Termination Clause

The contract contains a clause which allows DEED to terminate the contract with or without cause upon 30 days’ written notice. The state may immediately terminate the contract if there has been a failure to comply with the provisions of the contract.

Retention of Records

The grantee’s books, records, documentation, and accounting procedures and practices relevant to this grant are subject to examination by the State for a minimum of six years from the end of the grant or DEED’s receipt of all final reports, whichever is later. Therefore, all records and documentation related to the grant must be retained by the grantee for this length of time.

Modifications to the Grant Contract

While changes to the project should be kept to a minimum, DEED will consider minor modifications to the work plan, term of the grant and budget. Any requests for modifications to the project should be made to DEED in writing and include a description of the modifications needed and the reason for the request. DEED may accept, reject or modify your request. Requests for modifications should be made before costs are incurred and must be made within the effective term of the grant. Changes to the term of the grant will require a formal amendment to the contract and therefore must be requested at least one month prior to the grant end date.

Monitoring and Evaluation

A DEED staff person will be assigned to monitor each project. Your contact person is identified as DEED’s authorized representative in section six of the contract. In addition to reviewing the required reports, staff may periodically perform monitoring visits either in person or by phone to monitor progress.

Reporting Requirements

In general, reports are due three weeks from the end of every six month period. Reports must be submitted using the forms provided by DEED. Following is a list of reports that are required and how often they are submitted. DEED will provide the Grantee with a report schedule as well.

Report Name	Description	Submitted
Progress Report	Provides a narrative description of the progress of the training project as well as number of jobs created, number trained and trainee demographics.	Every six months
Financial Report	Summary of costs incurred each report period.	Every six months
Request for Reimbursement	The form used to request JTIP funds	At end of project
Project Costs Documentation Form	Used to track business match and costs to be reimbursed by the grant.	Every six months
Attestation of Training	Provides supporting documentation and confirmation by trainer and trainee of training provided.	Every six months
Final Report	Provides a narrative description of project outcomes and effectiveness of the program.	At end of project
Payroll Report	A copy of the businesses payroll report used to confirm job creation and wage rates.	At end of project

Monitoring Visit

Grant monitoring visits are required at least once during the grant period for grants over $50,000. The purpose of the grant monitoring visit is to review and ensure progress against the project goals, to address any problems or issues before the end of the grant period, and to build rapport between DEED staff and the grantee. An effective grant monitoring visit may cover topics including but not limited to: statutory compliance, challenges faced by the grantee, modifications made or needed, project outcomes, grantee policies and procedures, grantee governance, and technical assistance needs.

As required, the DEED grant monitor will schedule a monitoring visit with the grantee and will provide a copy of the monitoring form prior to the visit. In general, the monitoring visit will likely take place by telephone and will be scheduled sometime between six month reporting periods.

Financial Reconciliation

A financial reconciliation is required at least once during the grant period for grants over $50,000. A financial reconciliation involves reconciling a grantee's Financial Report for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records. Upon receipt of a Financial Report, DEED staff will ask for supporting documentation for one or more budget line items to ensure that appropriate supporting documentation is being maintained and that it reconciles with the costs submitted.

For examples of appropriation supporting documentation, please see appendix A. Supporting Documentation Guidelines.

Report Instructions

Progress Report

Fill in the identifying information at the top of the form and provide information on the progress of your project and your businesses recruiting and placement goals in the Narrative section of the report.

In the Jobs Created/Number Trained to Date, indicate the position titles for new full-time, permanent positions that have been filled since the grant contract start date. For each position title, indicate the number of those positions filled and the number of those who have been trained. Also provide the average hourly rate without benefits, hourly value of benefits provided and the total hourly wages including benefits for each new job. Finally, provide the demographic information for those who have received training to date.

Please note that at the conclusion of the project, you will be required to submit your most recent payroll report as documentation of the actual wage rates for the new jobs. As indicated in the contract, the reimbursement amount will be based on actual wage rates.

Financial Report and Request for Reimbursement

The Financial Report and Request for Reimbursement are on the same Excel file. You can toggle between the two forms by clicking on the tabs on the bottom left side of the screen labeled "Financial Report" and "Reimbursement Request". Please note that these forms contain several formulas. Please <u>only enter data in the yellow sections</u> in order to avoid accidentally deleting formulas that are necessary for the proper functioning of these forms.

The Financial Report is to be submitted each report period. The Request for Reimbursement is only submitted at the conclusion of the project. Begin by filling in the general information at the top of the Financial Report. This includes the contact information for the person responsible for preparing the form. Next, fill in the amounts expended in the appropriate report period column and budget line item. Costs to be reimbursed by the grant should be reported in the first table, and the business contributions (match) should be reported in the second table. All costs reported should coincide with the approved costs included in the budget outlined in the grant contract.

Print and submit the form. Save the Excel file with the information you have entered. You will open the newly saved document to add your costs to the Financial Report for the next period.

For the final report period, once you have entered your project expenditures for the period, switch to the Request for Reimbursement form. Enter the address the payment is to be remitted to and an invoice I.D. or number in Section 1. An invoice I.D. or number of up to 30 characters is to be generated by your organization to help you identify the payment in your system. An example would be "JTIP Reimbursement". <u>Our office cannot process a payment without an invoice I.D./number</u>. All of the other information needed should automatically populate based on the information you entered on the Financial Report. Please verify the accuracy of the amount in the "Reimbursement Requested This Period" column.

Print both the Financial Report and Request for Reimbursement. Sign the Request for Reimbursement and send both forms along with the supporting JTIP Project Costs Documentation forms.

Project Costs Documentation Form

All expenditures being counted towards match on the project and all costs being submitted for reimbursement by the grant must be documented on this form. The costs outlined on this form will be used to complete your Financial Report. An example of a completed form has been provided for your reference. These forms along with additional supporting documentation must also be retained by your organization for six years from the end of the grant period or DEED's receipt and approval of all final reports, whichever is later. For examples of supporting documentation, see the Supporting Documentation Guidelines.

Attestation of Training Received/Provided

This form is signed by both the trainee and the trainer to confirm that training has taken place and as supporting documentation of program costs. Different versions of this form may be provided to you based on the type of training taking place. For example, one version of the form is intended for training that is being provided by one trainer to a group of trainees. Another version works best for training that is provided one-on-one (one trainer to one trainee). Yet another version may work best when trainees are receiving training in different areas from multiple trainers. We will accept modifications to this form to best fit your training scenario. However, any modifications should be discussed with your DEED project monitor before implementation to ensure the changes are acceptable.

Final Report

This report is due at the conclusion of the project. Please answer each question as thoroughly as possible. This report is needed for DEED to provide a required report to the legislature. Your feedback on this report will be important in determining the success and continuation of this program.

Copy of Payroll Report

At the conclusion of the project, submit a copy of the last payroll report during the project period. This report will be used to confirm the wage rates for those placed in the new jobs created and to recalculate the maximum reimbursement amount for which the business is eligible, not to exceed the amount awarded. On the payroll report, please identify the new jobs and redact any sensitive information such as social security numbers.

Appendix A. Supporting Documentation Guidelines

Item/Expense	Examples of Supporting Documentation
Trainee and Internal Trainer Salary & Wages	• Time & Effort Records • Timesheets • Payroll reports • Attestation of Training – signed by both instructor and participants with name, title, training course, date trained
Training Materials & Supplies	• Vendor invoices or receipts • Proof of payment (canceled check, bank statement, electronic reference)
Contract Employees	• Contract • Vendor invoices or receipts • Time & Effort Records • Proof of payment (canceled check, bank statement, electronic reference)
Other Trainer	• Attestation of Training – signed by both instructor and participants with name, title, training course, date trained • Consultant/Trainer agreement • Invoice or receipts • Proof of Payment (canceled check, bank statement, electronic reference)
Travel	• Travel approval request • Expense voucher • Receipts • Support for purpose of travel related to grant • Proof of payment (canceled check, bank statement, electronic reference)
Equipment Purchase	• Vendor invoices or receipts • Proof of payment (canceled check, bank statement, electronic reference) • Inventory records (make/model, serial #/purchase date/item location) • Insurance policy
Lease of Equipment	• Lease agreement • Proof of payment (canceled check, bank statement, electronic reference)
Facility Usage	• Rental/Lease agreement • Proof of payment (canceled check, bank statement, electronic reference) • Record of square footage used and dates space used for the purposes of the grant (facility usage dates should align with training dates) • Other documentation supporting valuation of space (i.e. annual depreciation rate)