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| Minnesota Job Skills Partnership |
| **Guide to Program Operations** |
| Partnership & Pathways Programs |

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# INTRODUCTION

This guide will help prepare you for the successful administration of your Minnesota Job Skills Partnership (MJSP) grant. Please review the guide in its entirety along with the Contributing Business Handbook before any substantial project activity takes place. It is your responsibility to ensure that the Contributing Business Handbook is provided to all business partners involved in the project and that they are fully aware of all reporting requirements.

# CONDITIONS OF THE GRANT

Conduct of your training project is governed by a Grant Contract, which is a legal agreement between your organization and the State of Minnesota, acting through the Minnesota Job Skills Partnership Board. A copy of the signed contract will be provided to your organization. This signed agreement indicates that your organization is eligible to earn Partnership funds. Whenever there is a conflict between the contract and the proposal or other documents related to the grant, the Grant Contract takes precedence.

The grant proposal is incorporated into the Grant Contract, which means that your organization is contractually obligated to undertake the activities set forth in your proposal. Any significant change in your plans must be discussed with and approved by MJSP prior to implementation.

## Grant Length

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 proposal. When such differences exist, the beginning and ending dates in the Grant Contract apply.

It is our policy that grants should not exceed three years in length.

Projects typically begin the day after the MJSP Board approves the award and all projects must end at the conclusion of an MJSP trimester. The trimester end dates are February 28, June 30 and October 31.

## Rights to Protect Data

Unless stated otherwise in the Grant Agreement, MJSP has the right to receive copies of all curriculum materials and other work products developed or used in connection with the project. MJSP has the right to copy and disseminate any of these work products for use by other state or local government agencies or their instrumentalities.

All work products published by either your organization or MJSP must give credit to the other organization's participation in the project.

## Budget

The budget attached to the Grant Contract is the official budget. It is usually the same as the budget included in the grant proposal. Where differences between the proposal budget and the Grant Contract budget exist, the Grant Contract budget applies.

## Allowable Costs

MJSP funds may be used for any costs incurred that are included in the detailed budget that is attached to the Grant Contract as Exhibit D. **Costs which exceed the line item budget amount for the cost category may not be allowed. As such, it is imperative that a modification to the budget be requested if actual costs are expected to exceed the budgeted amount in any of the budget categories.** MJSP may accept, reject or modify your request.

Funds are considered expended when service is rendered, training performed or space and equipment used. In certain limited circumstances, an expenditure may be recognized when a commitment is made. **All costs incurred must be documented.** This includes time and payroll records for time spent on project activities for any personnel involved in the project. With the exception of the required audit for grants exceeding $50,000, funds may not be obligated for activities outside the effective dates of the Grant Contract.

Upon project completion, allowable MJSP Administrative Overhead costs will be limited to 5% of the actual MJSP total direct costs.

Funds not expended by the end of the grant period are retained by MJSP for redistribution.

## Match Requirement

The business partners identified in your proposal are required to match the grant on a 1:1 basis for Partnership grants and a .5:1 basis for Pathways grants. The allowed matching contributions are outlined in the detailed budget and the Memorandum of Agreement attached to the Grant Contract. Matching contributions not identified in the detailed budget may not be allowed. Any changes to the allowed matching contributions must be requested in writing and approved by MJSP prior to the conclusion of the grant. MJSP costs will not be allowed for any amount that would result in the failure to meet the required match ratio.

## Payment of Grant Funds

To obtain MJSP funds, you must submit a Financial Report which shows the amount you have expended in each budget category. The Financial Report, along with the Reimbursement Payment Request, must be submitted each trimester. Funds are transmitted through a reimbursement system based on costs incurred during the trimester.

Payments are generally issued within fifteen days of receipt of all required reports. **Payments will not be processed if any required reports are incomplete or inaccurate.**

## Audit

For grants exceeding $50,000 the grantee organization is required to obtain an independent audit of grant revenues and expenditures within 90 days of the end of the grant period. The audit must be conducted by a qualified CPA or cognizant state authority.

The audit may be conducted simultaneously with other auditing when the fiscal year of the other audit is compatible with the fiscal year of the project and where the schedules mentioned previously are presented separately in such an audit.

The scope of the audit is generally confined to the records and practices of the grantee. In some cases, however, the auditor may need to ask the contributing business(es) for additional documentation to verify the amounts stated on the Receipt Vouchers they have submitted to the grantee.

If the audit shows that Partnership funds remain, unspent, in the grantee's accounts at the end of the fiscal year in which the project closed, those funds are payable back to the Partnership.

If the audit shows that the actual business match does not meet the minimum match requirements, the grantee must refund the difference to MJSP.

## Modifications to the Grant Contract

MJSP anticipates that amendments to the training plan will generally not be made subsequent to the signing of the Grant Contract. However, if the nature of project activities or costs change for reasons which are not within your control, MJSP will consider modifying the work plan outlined in the Grant Contract. A written request must be made to MJSP stating the modifications needed and the reason for the request. MJSP may accept, reject or modify your request.

## Termination Clause

The Grant Contract contains a clause which allows MJSP to terminate your grant contract, with or without cause, upon 30 days written notice. MJSP may also immediately terminate the grant contract if there has been a failure to comply with the provisions of the grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. MJSP may withhold or recover payment for work which has not been satisfactorily completed.

## Participant Income Eligibility Requirements (Pathways Grants Only)

For Pathways grants, the Grantee organization is responsible for ensuring training participants have been properly screened for and meet income eligibility requirements. Eligible participants must have incomes at or below 200% of Federal Poverty Guidelines. All participants must complete an Applicant Statement of Income form provided by MJSP. These forms must be retained by the Grantee. For additional information on determining income eligibility, please refer to the Pathways Income Eligibility Guidelines at the end of this document.

## Monitoring and Evaluation

An MJSP staff person will be assigned to each project. In addition to the review of required progress reports, site visits and/or phone contacts will be conducted by the staff person to monitor progress. MJSP staff may also hold individual or group training workshops to explain MJSP policies, procedures and reporting requirements.

# REPORTING REQUIREMENTS

Project reporting requirements can be divided into two categories, programmatic and financial. Following is a list of the reports that are required, who is responsible for completing each report and how often they are due. In addition to the following list, MJSP will provide the Grantee with a Report Schedule. Reports must be submitted on the forms provided by MJSP. Reports may be submitted on paper or via email. All report forms can be found on our [website](https://mn.gov/deed/business/financing-business/training-grant/) by going to the Forms tab under the appropriate program.

## Programmatic Requirements

| **Report Name** | **Completed By** | **Due** |
| --- | --- | --- |
| Narrative Report | Grantee | Every trimester |
| Project Trainee Report | Grantee | Every trimester |
| Curriculum Report | Grantee | First full trimester and final trimester |
| Contributing Business Status Report | Contributing Business | Every 8 months |
| Contributing Business Final Evaluation Report | Contributing Business | Final trimester |
| Final Narrative Report | Grantee | Final trimester |

## Financial Requirements

| **Report Name** | **Completed By** | **Due** |
| --- | --- | --- |
| Financial Report | Grantee | Every trimester |
| Reimbursement Payment Request | Grantee | Every trimester |
| Receipt Voucher for In-Kind Contributions | Contributing Business | Monthly or as appropriate |
| Audit | CPA/Auditor | 90 days after project ends |

## Reporting Timelines

With the exception of the audit, reports are due to MJSP within 25 days after the end of each MJSP trimester. Any reports not submitted within 25 days will be considered delinquent. Late notices for delinquent reports will be sent to the Grantee’s grant administrator following the due date. If delinquent reports become problematic, subsequent late notices will be sent to the head of the grantee institution and MJSP may consider their option of terminating the grant contract. It is the practice of MJSP to withhold payment until all required reports have been submitted.

# MONITORING VISIT

As per the State of Minnesota’s Office of Grants Management, grant monitoring reviews are required at least once during the grant period for grants over $50,000 and under $250,000; and are required annually for grants over $250,000.

A grant monitoring visit involves both state granting agency staff and the grantee and occurs during the grant period. The purpose of grant monitoring visits is to review and ensure progress against the grant’s goals, to address any problems or issues before the end of the grant period, and to build rapport between the state agency 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 to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs. The MJSP grant coordinator may also ask to see supporting documentation for costs incurred and evidence of income eligibility screening for Pathways grant participants.

The MJSP grant coordinator will schedule a monitoring visit, in general, following the second reporting period. For new grantee organizations or new grant administrators, the monitoring visit will occur following the first full reporting period. The grantee will receive a notice with the scheduled date and time and a copy of the monitoring visit form prior to the visit.

# FINANCIAL RECONCILIATION

As per the State of Minnesota’s Office of Grants Management, a financial reconciliation is required at least once during the grant period for grants over $50,000. While MJSP currently has a waiver which allows the required audit to fulfill the financial reconciliation requirement, if at some point our waiver is no longer effective, your MJSP grant coordinator will conduct a financial reconciliation.

A financial reconciliation involves reconciling a grantee’s reimbursement payment request for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records.

In general, the reconciliation will be conducted on the Reimbursement Payment Request for the second reporting period in conjunction with the monitoring visit. The grantee must provide all supporting documentation for the costs reported during the reporting period. The MJSP grant coordinator is to verify that adequate supporting documentation, such as purchase orders, receipts and payroll records are being maintained by the grantee to support all MJSP costs reported. The grant coordinator should also verify that adequate detail is being provided on the Receipt Vouchers for In-Kind Contributions to support all matching contributions reported.

# INSTRUCTIONS FOR GRANTEE REPORTS

## Narrative Report

The Narrative Report provides a narrative description of the progress being made on your project. It is due 25 days from the end of each MJSP trimester. Trimester end dates are February 28 (or 29), June 30, and October 31. Reports are therefore due March 25, July 25, and November 25.

General Information

In the upper right hand corner, indicate the report period by checking the box next to the trimester for which this report applies and fill in the year. In the box at the top of the form, indicate the project number, project name, your organization’s name, and the project administrator’s name, telephone number and email address. The project administrator should be the person that is completing the report and is the person we will contact if we have any questions.

### Project Information

This report provides a way for you to tell us how the project is progressing. A short paragraph for each section is usually sufficient. Please provide the requested information in each section.

Each trimester, Section 2 should specifically identify which courses/topics are being developed, which are in progress and which have been completed. It should also include relevant information regarding project timelines.

Section 4 should discuss any problems you have encountered that are affecting project goals or timelines.

Section 6 should describe progress regarding recruitment, training and placement goals. If the number of trainees is significantly less than was anticipated according to the number stated in your proposal, this section should include an explanation as to why this has occurred.

## Project Trainee Report

The Project Trainee Report provides information on your trainee population. It is due 25 days from the end of each MJSP trimester.

### General Information

In the upper right hand corner, indicate the report period by checking the box next to the trimester for which this report applies and fill in the year. In the box at the top of the form, indicate the project number, project name, your organization’s name, and the project administrator’s name, telephone number and email address. The project administrator should be the person that is completing the report and is the person we will contact if we have any questions.

### Section A. Recruitment Data

This section provides the Partnership with information about the people selected to be trained.

The Partnership recognizes that individual trainees may decline to provide some of the information requested in this report. In such cases, you may provide an estimate of the data or indicate that the data is not available. Please add footnotes which describe such circumstances.

Number of persons employed when recruited for training: Indicate the number of people (female, male and total) selected for training that were employed by either the contributing business(es) or other business(es) at the time they were recruited for training under this project.

Number of persons unemployed when recruited for training: Include in this section only those individuals (female, male and total) who did not have a job when they were selected for training.

Number of trainees who are minorities: Indicate the number of trainees who are minorities (female, male and total) based on race or ethnicity.

Number of trainees who have requested ADA accommodations: Indicate the number of trainees who have requested accommodations under the Americans with Disabilities Act (ADA) from either the training provider or employer.

Number of trainees who are economically disadvantaged: This information is only required on Pathways projects and on projects in which the recruitment of economically disadvantaged individuals was stated as a goal of the project. For Pathways projects, economically disadvantaged means the participant has an income at or below 200% of federal poverty guidelines. When applicable, enter the number of economically disadvantaged persons (female, male and total).

### Section B. Training Status

This section provides the Partnership with information about the trainee population. Each trainee is counted only once, even if he or she has taken more than one course through the project.

Number of persons recruited who have not started training: Indicate the number of people (female, male and total) who have been identified to receive training but have not yet started training.

Number of persons currently in training status: Indicate the number of people who have been recruited for training that are currently receiving training. Trainees should remain listed in this category until you are certain they have dropped out or have totally completed the training planned for them. At the conclusion of the grant, all individuals who are still receiving training should be moved to the section for those who have completed training as we consider them to have completed training under the grant.

Number of trainees who have dropped out without completing training: Indicate the number of people who have been recruited for training that have dropped out or have not and will not complete the training for various reasons.

Number of trainees who have completed training: Indicate the number of people who have been recruited for training that have completed all training planned for them. At the conclusion of the grant, all individuals who are still receiving training should be moved to this section as we consider them to have completed training under the grant.

Reasons for not completing training: This subsection provides a breakdown for those who dropped out without completing training. Indicated the number who did not complete training because they failed the course work, the number that did not complete because they gained employment elsewhere and the number that did not complete for other reasons. To the extent possible, note the reason under other.

### Section C. Placement Status

This section provides MJSP with information about what happens to individuals after they have completed the training.

Total number of trainees who have completed training: Indicate the number of trainees (female, male and total) who have completed the training. The numbers in this line are carried over from section B. In the following subsections, of those who have completed training, indicate the number that have been placed or retained in training related jobs, the number that have been placed in jobs unrelated to training either with the contributing business or with another employer, and the number that are awaiting placement.

### Section D. Placement Data

This section provides information on trainees that have been placed or retained in training-related jobs. List each employer where trainees have been placed or retained, the occupation(s) of the trainee(s), their wage rates and the number of placements or retained jobs to-date.You may group individuals together who are in the same occupation using a weighted average wage rate. While this data is only required on the final report, we do recommend that this data be tracked throughout the project. If you wish to provide detail on trainee job placements that are unrelated to the training, please do so on a separate page.

## Curriculum Report

The Curriculum Report is to be completed at the end of the first full trimester and again at the conclusion of the project. Any changes to the training plan during the project must be discussed with and approved by MJSP before the changes are implemented.

### Section A. Major Curriculum Goals

Indicate the major goals of the training project or indicate the needs that the training will address.

### Section B. Curriculum Topics

For each course or training topic, indicate the course name or topic; the training provider; whether the curriculum is new, customized or existing; the delivery method (i.e. classroom, online, ITV, on-the-job, simulator); and whether or not credits or CEU’s will be provided and the number (i.e. 2 credits).

### Section C. Certifications

List any type of certifications, degrees or diplomas that the trainees are expected to obtain as a result of the training. Also indicate whether or not the certification will be newly developed through this project.

### Section D. Training Materials

List any text books, audit/visual materials, software, etc. that will be used for the project.

### Section E. Methods of Evaluation

List any evaluation instruments that will be used to assess trainee outcomes. If the process of evaluation involves a large number of instruments or techniques, please describe the general process and provide a few representative samples.

### Section F. Authorized Signature

The report should be signed by the individual listed in the grant contract as the authorized representative.

## Financial Report

This report will be provided to you by your MJSP Grant Coordinator pre-populated with project specific funding codes, contact information and the project budget information. Please read all instructions provided within the Excel document before completing this form.

The Financial Report is due 25 days from the end of each MJSP trimester. The costs reflected on this report are cumulative line item costs for the project to‑date. Also note that costs are grouped according to the funding sources to which they are being charged. Upon entering the costs for the period on the “Input” screen, the Financial Report will automatically populate.

All costs reported must be documented actual costs, including all personnel costs for project related activities.

### General Instructions

On the “Input” screen, for each of the cost categories listed, enter costs paid by MJSP, the contributing businesses, and grantee/linkages in the appropriate sections and report period column. In the contributing business section, also breakdown the total contributions into the amount that represented cash contributions and the amount that represented in-kind contributions.

Only input information in the highlighted, yellow fields. Changes to any other fields may result in the inadvertent deletion of important formulas which will result in the form not functioning properly. If changes are needed to other fields, please contact your MJSP Grant Coordinator.

**Contributing business match may not be reported unless you have the appropriate documentation on file**. For the computation of in-kind contributions, use the "Receipt Voucher for In-kind Contributions".

Following are instructions and descriptions for each cost category.

Training Personnel: Enter actual wages and fringe benefits paid for documented time towards project related instruction, instructional development and staff development for instructors. Do not enter consultant fees or contract payments which include implied or stated costs for any non-wage expenses such as travel, communications, space, etc. Expenses incurred by instructors for travel, communication, etc., must be reported in the appropriate categories. If these costs cannot be separately determined, the entire cost must be reported in the "other" category.

Non-training Personnel: Enter actual wages and fringe benefits paid for documented time towards project related coordination, clerical support, preparation of instructional materials and other non-training support. Do not enter consultant fees or contract payments which include implied or stated costs for any non-wage expenses such as travel, communications, space, etc. Expenses incurred by non-training personnel for travel, communication, etc., must be reported in the appropriate categories. If these costs cannot be separately determined, the entire cost must be reported in the "other" category.

Training Equipment: Use generally accepted standards to determine whether items are equipment or supplies (training materials). Rental and lease costs for equipment are reported in this category.

Training Space: Enter the actual cost or fair market value of space used for classes, laboratory exercises and other training activities. Do not enter the cost to the Partnership for administrative office space. The administrative cost allowance covers administrative office space.

Training Materials: Enter costs for materials and supplies needed to conduct the training. Do not report administrative supplies in this category. Administrative supplies are included in the administrative overhead allowance and are not reported separately.

Communications and Utilities: Enter the actual cost (cash) or fair market value (in-kind) of telephone, electricity, water/sewer and other communications or utilities.

Travel: Enter the actual cost of transportation, meals, lodging and incidental expenses. If the purpose of the travel includes activities which are not related to project activities, prorate the travel expense.

Other: Trainee wages (in-kind), consultant contracts, audit costs and certain sub-agreements must be reported in this section.

Total Direct Costs: This is the total for cost categories 1-7 above.

Administrative Overhead: Enter administrative overhead costs for MJSP and grantee/linkages. MJSP Administrative Overhead costs will be limited to 5% of the actual MJSP total direct costs.

NOTE: Contributing Business administrative overhead costs are not allowed as match and therefore should not be reported.

Total Costs: This is the direct costs plus administrative overhead.

### Certification

Please provide the name and title of the authorized official submitting the form, and have that person sign and date the form.

## Request for Reimbursement

This report will be provided by your MJSP Grant Coordinator as part of the same Excel document as the Financial Report. Please read all instructions provided within the Excel document before completing this form.

The Minnesota Job Skills Partnership Request for Reimbursement due 25 days from the end of each MJSP trimester. Payment cannot be processed until receipt by MJSP of the corresponding Financial Report, and any programmatic reports due to MJSP. The Request for Reimbursement reflects cumulative and trimester cost data and must be submitted every trimester, whether expenses are incurred or not.

Upon completing the information required on the “Input” screen, this report should automatically populate. Please do not make any changes to this form without consulting with you Grant Coordinator. If any of the formulas are deleted or modified, the form will not function properly. Any erroneous changes to the funding source information will result in delay of payment.

## Final Narrative Evaluation Report

The final narrative program report is your opportunity to share input and insights with us as we compile our own evaluation of the project.

Please take a serious look at the program you have completed and the relationship you have experienced with MJSP. We hope that the following outline will encourage thoughtful, constructive feedback that will also be useful to you.

This report should be 4‑6 pages in length, single‑spaced, and be submitted within 25 days after program completion. Following is a description of items to be included in your report.

**Program Description**. Please briefly explain the background and history of the program, including the intent of the program, the key initiators, and the role of the private sector in starting the program.

**Comparison of Results to Goals.** Please evaluate the results of your program to date in light of the original goals. Briefly evaluate your performance in each of the four major areas. Examples of subjects/activities are included to help stimulate thought and insight, and only those that you consider particularly significant to your evaluation should be discussed.

1. **Scope of Services**. Evaluate the program operation, highlight its strengths and weaknesses, and provide suggestions for future program improvements in this or related occupational areas. Topics to be covered may include outreach and recruitment, assessment and trainee selection, program staffing, curriculum, classroom and hand-on experience, job development and job placement, and linkages with area agencies.
2. **Trainee Population**. Compare the goals you set initially and the results you achieved. Include the final trainee enrollment statistics. Include any relevant information regarding the recruitment of any special populations (minorities, veterans, people with disabilities, low income or economically disadvantaged individals).
3. **Private Sector Participation**. Compare the actual versus the planned involvement of the private sector participant(s) in the program. Areas to be evaluated may include: recruitment and selection of trainees; development of the training curriculum; implementation of the training program through donation of instructors, equipment, materials and supplies, on-site training opportunities, internships, etc.; monitoring the training program; planning and participation in job development activities, job counseling and actual job placement/hiring commitments; and other areas of participation.
4. **Job Placements and Retention**. Compare the final number of retained jobs or job placements to your planned numbers. Focus on training‑related placements and evaluate these placements as well as your ability to meet your goal. Include a description of any direct impact training had on the retention of jobs, addition of new jobs and promotions resulting from training. Additional areas to comment on may include the following: issues in relation to the job placement/retention rate, job orientation or development activities that took place, linkages with community assistance agencies and private sector participation; and suggestions for improvement in the training-related placement rate for future programs.

**Trainee Critiques.** Please provide a summary of any feedback you received from trainees regarding their satisfaction with the training they received. Areas to be discussed may include: quality of instructors; curriculum; classroom and hands-on training; preparation for job retention, placement, or promotional opportunities; satisfaction with the new skills learned; and suggestions for improvement in future programs.

**Private Sector**. Describe feedback you’ve received on the project and MJSP from the business(es) involved in the program. Areas to be discussed may include: satisfaction with the quality of training, whether they will be recruiting new employees from the training program, whether or not a closer relationship between the business and training institution resulted, and whether or not the relationship will continue.

**Benefits to the Education and Training Institution**. Please provide feedback on the benefits or impact the project had for your institution. Specifically describe any new capacity your institution has gained as a result of the project. This may include new training equipment, new curriculum, new certificate or degree programs, new training materials, new instructor resources, new instructor certifications, new relationships with the private sector. Also describe the likelihood for program continuation. Include the outlook for self‑sufficiency and how it could be attained, and suggestions for the program to effectively use the advice and guidance of the private sector in its long‑term development. If the program will not be continued, please explain.

**Relationship to Minnesota Job Skills Partnership.** Please give feedback to MJSP about your experience with the program and MJSP’s effect on program operation. Feedback on MJSP processes, reporting requirements, and other pertinent issues is also encouraged.

# INSTRUCTIONS FOR CONTRIBUING BUSINESS REPORTS

## Receipt Vouch for In-Kind Contributions

This form documents the in-kind match given by the contributing business(es) to the project.

Although the term "match" includes both cash and in-kind donations provided by the contributing business, cash contributions are documented through the educational institution's accounting system and therefore, should not be included on this form.

Match does not include contributions by the educational institution, other non-profit agencies, or businesses which are not official parties to the grant.

The contributing business must complete these forms and submit them to the grantee institution, which should retain them in their files. The grantee will be required to repay any MJSP funds spent which exceeds the amount of documented match in their files.

While these forms have no specific due date, we recommend that vouchers be filled out monthly, or whenever contributions are given/received. At a minimum, they should be completed each trimester as the grantee organization will need this information to complete their required Financial Report.

Following are descriptions of the information to be provided on this report.

Project Number: The number assigned by MJSP.

Voucher Number: The number which the contributing business has assigned to this voucher. All vouchers should be numbered sequentially.

Donated to: The grantee/educational institution name.

Donated by: The contributing business name.

Date: The date the service was rendered or the item was made available to the project.

Description: A brief description of the item or service. If the contribution is described in the grant proposal, one or two words such as “trainee wages” may suffice. Descriptions of physical donations such as equipment should include the year, make and model number or other information which could be used to identify the specific item.

Quantity: Number of units, hours, miles, etc.

Value/Rate: Cost per unit, hour, mile, etc.

Total Value of Donation: Total market value of the donation. Cost per unit multiplied by the number of units.

Value to Project: If part of the donation will be used for purposes other than the project, enter only the portion which will be used in this project. These other purposes might include equipment that is used in part by other programs at the educational institution, equipment that is used in part for non-training purposes by the business, or travel that involves activities not related to the project.

Describe any special conditions which apply to the donation:Some examples of special conditions that may apply include that equipment be used by instructors only; that access to training space be limited to certain times; or that parts, diagrams, etc. be returned to the business when the training is complete. The method used to prorate any donation should also be described in this section.

Business Certification: The receipt voucher may be signed by any individual employed by the contributing business who has direct knowledge that the contribution has been made. Generally, one individual should be designated to sign all vouchers.

Educational Certification:The receipt voucher may be signed by any individual employed by the educational institution who has direct knowledge that the contribution has been made.

## Contributing Business Status Report

This report gives each contributing business the opportunity to comment on the progress of the project. The MJSP project monitor will compare these comments with reports from the educational institution and other sources. Contributing business comments will help assure that accomplishments, opportunities and problems are recognized early.

This report is to be completed every eight months, which is every other trimester. A more comprehensive report titled the Contributing Business Program Evaluation Report is due at the conclusion of the project. The educational institution is responsible for informing the contributing business of the due dates.

Generally, the contributing business should send this report to the educational institution. The project director will review it and forward it to MJSP. However, the contributing business has the option of sending the report directly to MJSP.

### General Information

Indicate, in the box at the top of the form, the project number, the contributing business' name and the name, telephone number and email address of the person responsible for the completion of this form. Specify the report period by placing a check mark next to the period covered in the report and filling in the year.

### Section A. Project Information

The questions in this section are self-explanatory. Contributing business comments are needed to give us a complete picture of how the project is progressing. The reverse side or additional sheets of paper may be used if more space is needed.

### Section B. Signature of Person Completing Form

This form should be completed by the individual listed in the grant application as the primary contact for the business.

## Contributing Business Program Evaluation Report

This report provides MJSP with valuable feedback from the Contributing Businesses regarding the effectiveness of the program. The report is to be completed by all participating businesses and is due 25 days from the project end date.

Preferably, the Contributing Business will share their input with the educational institution by sending a copy of the report to the educational institution. However, the businesses may opt not to share their responses with the educational institution.

Approximately two weeks prior to the grant end date, an email will be sent directly to the contributing business with a link and instructions to complete the online report.

### General Information

The first section will contain general information such as the educational institution name, business name and the name, title, telephone number and e-mail address of the person responsible for the completion of this form.

### Educational Institution and Training Program

This section provides feedback on the business’ relationship with the educational institution and the quality of the training provided. There are five categories under this section for the business to rate their experiences on a scale of one to five. After each category, there is a space for comments. We strongly encourage businesses to elaborate on their experience with the project in the comment spaces.

### Business Impact

This section provides input on the impact of the training project on the business and its employees in areas such as productivity, employee retention, wage increases, and promotions. The section includes an area to rate the impact of the project on a scale of one to five and to provide additional comments. There are additional questions for the business to provide more specific feedback on the impact of the project.

### Minnesota Job Skills Partnership Program

The final section provides input on the business’ understanding of and experience with the Minnesota Job Skills Partnership program. It also provides the business an opportunity to make suggestions for improvements to the Minnesota Job Skills Partnership program. This section provides the business an opportunity to rate their experiences and provide suggestions and other comments.

# AUDIT AND GRANT CLOSEOUT PREPARATION

In preparation for the audit, the following items should be organized and readily available for the auditor’s review:

* Financial Reports for all trimesters.
* All signed copies of the Receipt Vouchers for In-Kind Contributions
* Grant Agreement with any amendments and/or budget revisions.
* Grant Proposal with detailed budget.
* The Audit Requirements memo and Sample Audit provided by MJSP.
* Detailed listing of expenses incurred for the project and the following supporting documents:
* Invoices and/or purchase orders for equipment, materials or supplies purchased
* Invoices or approved expense reports for travel expenses
* Time records or contracts for personnel expenses

Following are some important points for preparing the final Financial Report:

* Be sure to include the audit fee and additional administrative overhead.
* Double check all costs reported on the final report for supporting documentation. If anything has been reported under the wrong category or if there are differences between what was reported and your supporting documentation, correct these before the audit begins.
* No budget revisions will be allowed after the grant period has ended. Therefore, anticipate problems which could cause questioned costs.
* MJSP compares the grantee’s final Financial Report to the audit report and approves final payment based on the outcome. The final Financial Report must be essentially the same as the audit report.

MJSP will not approve final payment until all reporting requirements have been met including the Final Narrative Evaluation Report, final Contributing Business Status Report and the final Project Trainee Report complete with placement information.

# PATHWAYS INCOME ELIGIBILITY GUIDELINES

**Income Eligibility:** Income at or below 200% of Federal Poverty Guidelines

MJSP defines an individual as meeting the income eligibility requirements as an individual who:

1. Receives assistance through, Temporary Assistance to Needy Families (TANF), Supplemental Nutritional Assistance Program (SNAP), Supplemental Security Income (SSI) program, or State or local income-based public assistance;
2. Receives or is eligible to receive free or reduced price lunch under the Richard D. Russel National School Lunch Act; or
3. Family income that does not exceed 200% of the Federal Poverty Guidelines based on the HHS poverty guidelines.

Income eligibility, which is based on household income and family size, is verified through the Applicant Statement of Income form. Income from all members in the family must be counted on the Applicant Statement of Income and the form must be signed by the participant.

**Family Size:** All members of the household that are in the applicant’s tax unit.

**Family Income:** The income received by members of the household that are in the applicant’s tax unit. All income is to be annualized based on gross wages and salaries before deductions receipts during the past six months. Income received by all members included (determined at time of application) during the six-month period prior to application/registration, annualized by multiplying the six-month income by two (6 month income x 2). Unless specifically identified as being excluded from family income, income must be included.

**Included in Family Income:**

1. Wages and salaries before any deductions;

a. Net receipts from non-farm self-employment (receipts from a person's own unincorporated business, professional enterprise, or partnership after deductions for business expense);

b. Net receipts from farm self-employment (receipts from a farm which one operates as an owner, renter, or sharecropper, after deductions for farm operating expenses);

2. Alimony;

4. Military: Pension payments such as those received by military retirees and pension benefits.

5. Pensions whether private, or government employee;

9. Social Security Disability Insurance payments (SSDI)

Social Security Disability Insurance (SSDI) pays benefits to individuals that have worked in the past, paid Social Security taxes, and are currently unable to work for a year or more because of a disability. SSDI is considered income replacement and must be included in family income.

10. WIOA One Stop partner programs where income is not subsidized (e.g. OJT wages)

11. Unemployment compensation;

12. Child support payments.