

Department of Employment & Economic Development | Minnesota Job Skills Partnership

Low Income Worker Training Program

Grantee Handbook

A guide for managing a Low Income Worker Training Program grant.

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Table of Contents

- Introduction..... 2
- Conditions of the Grant 2
 - Term of the Grant..... 2
 - Training Plan 2
 - Budget and Allowable Costs 2
 - Transmission of Grant Funds 2
 - Termination Clause..... 3
 - State Audits/Retention of Records..... 3
 - Modifications to the Grant Contract Agreement 3
- Participant Eligibility Guidelines 3
- Monitoring Requirements 4
 - Grant Monitoring Visit..... 4
 - Financial Reconciliation 4
- Reporting Requirements 4
- Report Instructions 5
 - Quarterly Progress Report..... 5
 - Financial Report and Reimbursement Payment Request 5
 - Grantee Final Evaluation Report 6
 - Applicant Statement of Income..... 6

Introduction

This guide will help prepare you for the successful administration of your Minnesota Job Skills Partnership Low Income Worker Training Program grant. Please review the guide in its entirety.

Conditions of the Grant

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

Term of the Grant

The official beginning and ending dates of the project are stated in the grant contract agreement. 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 agreement apply. It is important to note that work must not begin until the grant contract agreement is fully executed (signed by all parties) and the State's Authorized Representative has notified the Grantee that work may commence.

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 agreement as Exhibit A.

Budget and Allowable Costs

The budget attached to the grant contract agreement as Exhibit B is the official budget. Grant funds may be used for any costs incurred that are included in the budget for the training outlined in the work plan for eligible participants. Funds may not be obligated for activities not included in the work plan and budget or for activities outside the effective grant contract agreement dates.

Costs in excess of budget line items as outlined in the budget will not be allowed unless approved by the Minnesota Job Skills Partnership. Such approval shall be considered a modification and become attached to the grant contract agreement.

Funds are considered expended once a participant has been enrolled for training and is no longer eligible for a refund if they should drop out.

Transmission of Grant Funds

Grant funds are paid on a reimbursement basis. In order to obtain grant funds, you must submit a Financial Report and Reimbursement Payment Request which itemizes the grant expenditures. At a minimum, these reports must be submitted quarterly, but may be submitted as often as monthly. Payment requests will not be

processed if any required reports are outstanding, incomplete or inaccurate. Payments are generally issued within ten days of receipt of all required reports.

Termination Clause

The contract contains a clause which allows the State (DEED/MJSP) 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.

State Audits/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 MJSP'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 Agreement

While changes to the project should be kept to a minimum, MJSP will consider minor modifications to the work plan, term of the grant contract agreement and budget. Any requests for modifications to the project should be made to MJSP in writing and include a description of the modifications needed and the reason for the request. MJSP 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 grant contract agreement and therefore must be requested at least one month prior to the grant contract agreement end date.

Participant Eligibility Guidelines

Any participants that will receive training through the Low Income Worker Training program must have incomes at or below 200% of Federal Poverty Guidelines and must be a resident of the State of Minnesota.

MJSP defines an individual as meeting the income eligibility requirements as someone 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.

Monitoring Requirements

An MJSP grant coordinator will be assigned to monitor each project and to serve as your contact person. Your contact person is identified as the Partnership's authorized representative in section six of the grant contract agreement. In addition to reviewing the required reports, staff may periodically perform monitoring visits either in person, by phone or email to monitor progress. Your MJSP contact person is available to answer any questions you have regarding your grant and to provide you with assistance as needed. Please do not hesitate to contact us.

Grant Monitoring Visit

As per the State of Minnesota's Office of Grants Management policy number 08-10, at least one monitoring visit is required before final payment is made on grants over \$50,000.

A grant monitoring visit involves both MJSP 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 program 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 policy number 08-10, a financial reconciliation of the grantee's expenditures is required at least once during the grant period for grants over \$50,000.

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.

Reporting Requirements

In general, reports are due 25 days from the end of each quarter, with quarters ending March 31, June 30, September 30 and December 31. Reports must be submitted via email to your MJSP Grant Coordinator using the forms provided by MJSP. In addition, all grantees are required to enter participant data into Workforce One, a quantitative and qualitative management information system. A Workforce One instruction manual will be provided. The table below includes a list of reports that are required along with a description of the report and how often they are submitted. MJSP will provide the Grantee with a report schedule as well.

Report Name	Description	Submitted
Quarterly Progress Report	Provides a narrative description of the progress made towards project goals, any issues or problems encountered, and information on the number of participants served.	Quarterly (except final quarter) - 25 days from the end of each quarter.
Financial Report	Provides an itemized list of cost incurred during the period.	Quarterly - 25 days from the end of each quarter.
Reimbursement Payment Request	The form used to request the reimbursement of project costs.	Quarterly - 25 days from the end of each quarter.
Grantee Final Evaluation Report	Provides a narrative description of project outcomes and effectiveness of the program.	60 days from the contract end date
Applicant Statement of Income	This is the form used to confirm participant income eligibility. It must be completed for each participant at the time of their enrollment.	Copies must either be submitted to MJSP along with quarterly reports or be uploaded into Workforce One.

Report Instructions

Quarterly Progress Report

Fill in the identifying information at the top of the form and provide information in Narrative section on the progress made, any problems you’ve encountered and the involvement of any other partnering organizations.

In the Trainee Data section, indicate the number of participants enrolled in training, trainee demographic information, the number that have dropped out of training, the number that have completed training, and the number that have been placed in training-related jobs as of the end of the report period. Also confirm whether or not you have completed the required Applicant Statement of Income Forms and whether they have been attached to the progress report or uploaded to Workforce One.

In the Training Summary section, list the courses/training topics that have been approved in your work plan and indicate the number participants enrolled in each course/training topic as of the end of the report period.

Financial Report and Reimbursement Payment Request

The Financial Report and Reimbursement Payment Request forms 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 “RPR”. Please note that these forms contain several formulas. Only enter data in the yellow sections in order to avoid accidentally deleting formulas that are necessary for the proper functioning of these forms.

You will receive these report forms from your MJSP grant coordinator with much of the information pre-populated (project number, project name, grantee name, grantee (vendor) address, grant period, contract number, etc.).

Financial Report: On the Financial Report, select the report period quarter from the drop-down list, enter the report period year, the invoice number (an invoice number of up to 30 characters is to be generated by your organization to help you identify the payment in your system), the project administrator's name, phone number and email. Please note that our office cannot process a payment without an invoice number.

In Section A. MJSP Funds Available, enter the total MJSP costs previously reported in line 2. This should be the amount found on line 4 of the Financial Report from the previous report period. Lines 3, 4 and 5 will automatically computer.

In Section B. Costs Accrued During Period, enter the description of each cost being reported. These descriptions should correlate to the budget line items found in your grant contract agreement. For each line item, indicate the number of trainees or items and the cost per trainee or item. The total cost for each line item and for all line items will be automatically calculated. Enter the administrative allowance costs requested. The total administrative allowance requests are limited to the amount approved in the grant contract agreement budget or 10% of the total MJSP costs to-date, whichever is lower.

In Section C. Certification, enter the name of the person responsible for the financial administration of the grant and their title, and have them sign and date the report.

Reimbursement Payment Request: Once you've completed the Financial Report, click on the RPR tab on the bottom left side of the screen to complete the Reimbursement Payment Request form. This form will be entirely populated base on the information you entered on the Financial Report, however, please confirm that an invoice number has been provided and verify the grant period and update the grant end date if you were given an extension on your grant end date. In section 3, column C, the reimbursement amount being requested can be found in section 3, column C. Please verify the amount that is being requested for reimbursement is correct.

Save, print, sign and submit the forms to DEED.

Grantee Final Evaluation Report

This report is your opportunity to share your input and insights on your project outcomes, successes and challenges faced as we compile our own evaluation of the project. The report contains five sections which include a numerical comparison of project goals to outcomes, an evaluation of the programs strengths and weaknesses, a narrative description of the trainee population outcomes, a narrative description of job placement outcomes, and a section to provide other feedback. Please complete each section as thoroughly and concisely as possible. This report should be 2-3 pages in length.

Applicant Statement of Income

The Applicant Statement of Income form must be completed for each participant at the time of their enrollment. This form must be signed by both the program participant and the grantee staff person and either uploaded to Workforce One or attached to the Quarterly Progress Reports. The following guidelines will assist in the completion of the form.

Family Size: Include 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;
- 3) Military: Pension payments such as those received by military retirees and pension benefits;
- 4) Pensions whether private, or government employee;
- 5) 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.
- 6) WIOA One Stop partner programs where income is not subsidized (e.g. OJT wages);
- 7) Unemployment compensation;
- 8) Child support payments.