

# **Minnesota Job Skills Partnership**

# **Contributing Business Handbook**

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## **MISSION**

The Minnesota Job Skills Partnership is a commitment by the State of Minnesota to extend the education and training resources of the state to provide Minnesota employers with a well-trained and skilled work force.

The Partnership was created to act as a catalyst to bring together employers with specific training needs with education or other nonprofit institutions which can design programs to fill those needs.

The Partnership programs funded through matching grants are intended to fulfill short and long-term objectives. In the short term, employers experiencing skills shortages will be able to employ workers trained to meet those needs. In the long term, it is the goal of the Partnership to promote the economic interests of Minnesota citizens through closer cooperation between the state's businesses and the education, employment and training systems of the state.

## **PURPOSES**

1. To act as a catalyst between education and business
2. To promote economic development of Minnesota businesses and communities
3. To provide economic opportunity for Minnesota's citizens

## CONDITIONS OF THE GRANT

### The Grant Agreement

**Length:** The official beginning and ending dates of the project are stated in the grantee agreement. These dates may differ from the dates stated in the proposal. When such differences exist, the beginning and ending dates stated in the grantee agreement apply.

**Budget:** The budget attached to the grantee agreement 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 grantee agreement budget exist, the grantee agreement budget applies.

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. At any rate, funds may not be obligated for activities outside the effective dates of the grantee agreement.

Funds not expended by the end of the grant period are retained by the Partnership.

**Audit:** The grantee (educational institution) is required to obtain an independent audit of grant revenues and expenditures. Among other things, the audit will determine how much allowable match your business has contributed. To do so, the auditor will examine the matching contribution vouchers your company has sent to the educational institution.

The scope of the audit is generally confined to the records and practices of the grantee (the educational institution). In some cases, however, the auditor may ask you for additional documentation to verify the amounts stated on the vouchers you have sent 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 1:1 ratio to grant funds required by the Partnership, the grantee must refund the difference to the Partnership.

### Use of Partnership Funds

All costs which are budgeted and described in the grant proposal are allowed, provided that each line item in the grant agreement budget is not exceeded. Amounts which exceed the budget category will not be paid unless written approval from the Partnership is obtained prior to the cost being incurred.

Partnership funds and matching contributions from business are to be used for activities which are clearly related to the training described in the grant proposal. Significant changes in the nature of the training must be approved in advance by the Partnership.

No Partnership funds may be paid to the contributing business.

Equipment or materials purchased with Partnership funds may not be purchased prior to the start of or after the end of the grant period. The educational institution retains ownership of equipment purchased with Partnership funds. Equipment purchased may not be sold or disposed of before the end of the project or before the end of its useful life, whichever is greater.

In the event that the Partnership finds there has been failure to meet the terms of the grantee agreement in whole or in part, the Partnership may refuse to disburse additional funds and require return of all or part of funds already disbursed.

### **Cancellation**

The grantee agreement may be cancelled by the State at any time, upon thirty (30) days written notice to the educational institution. In the event of such a cancellation, the grantee shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

### **Modifications to the Grant Agreement**

While we expect changes in the project to be very limited, it is possible to modify the budget, length or design of the project.

The educational institution (grantee) must request modifications in writing. The request must include an explanation of the reasons for the changes and a discussion of the impact of the changes on project goals.

Changes must be approved by the Executive Director of the Partnership. Approved changes must be signed by the grantee and the Partnership and becomes part of the original agreement.

Minor changes in the amount or type of matching contribution made by your business do not require a formal modification of the grantee agreement. You should check with the Partnership should you have questions about the allowability of match.

## **MONITORING AND EVALUATION**

A staff person from the Job Skills Partnership will be assigned to monitor your project. This person will review all of the reports that you and the educational institution submit. He or she will maintain contact with the educational institutions and businesses through phone calls and personal visits.

At the conclusion of your project, the MJSP project monitor will write a final evaluation.

Information from this evaluation may be used to develop public information about Partnership projects. Your opinions about the project will be central to this evaluation. The grantee and the project monitor will examine your responses to questions such as:

- \$ Are you satisfied with the quality of the training people received?
- \$ Has a closer working relationship between your company and the training institution resulted?
- \$ Will this relationship continue and/or expand?
- \$ Was the program worth the investment?
- \$ Would you do it again?

### **Reports**

You are responsible for completing three types of project monitoring forms:

- 1) Receipt Voucher for In-kind Contributions, completed on a monthly basis, or when you make non-cash contributions to the project,
- 2) Contributing Business Status Report, due every eight months (every other trimester).
- 3) Contributing Business Program Evaluation Report, due at the conclusion of the project.

The report forms will be provided to you by the training institution and are also available on our website at [www.deed.state.mn.us/mjisp](http://www.deed.state.mn.us/mjisp). See the following instructions for completing both reports.

### **RECEIPT VOUCHER FOR IN-KIND CONTRIBUTIONS**

The purpose of this form is to document the in-kind matching contributions given by your business to the project.

The term "match" includes both cash or in-kind donations provided by the contributing business. Cash contributions are documented through the educational institution's accounting system.

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

You must fill these forms out and send them to the educational institution. Without them, the educational institution will be required to repay any MJSP funds spent which exceed the amount of documented match in their files.

While these forms have no specific due date, we advise that vouchers be submitted monthly.

**Project Number:** The number assigned by MJSP.

**Voucher Number:** The number which you have assigned to this voucher. All vouchers should be numbered sequentially.

**Donated to:** The grantee name (educational institution).

**Donated by:** Your 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" or "curriculum development by (name of individual)" 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 which is used in part by other programs at the educational institution.
- \$ equipment which is used in part for non-training purposes by the business.
- \$ travel which involves activities not related to the project.

**Describe any special conditions which apply to the donation:**

Examples of conditions:

- \$ that equipment be used by instructors only
- \$ that access to training space be limited to certain times
- \$ that parts, diagrams, etc. be returned to the business when the training is complete

The method used to prorate any donation should be described in this section.

**Business Certification:** Re-enter the project number. The receipt voucher may be signed by any individual employed by your company 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**

The purpose of this report is to give you the opportunity to comment on the progress of your project. The MJSP project monitor will compare your comments with reports from the educational institution and other sources. Your comments will help assure that accomplishments, opportunities and problems are recognized early.

This report is to be completed every six months and at the end of each project. The educational institution's project director will give you the due dates that apply to your project.

**Generally, you should send this report to the educational institution, who will review it and forward it to the Partnership. If you wish, however, you may send the report directly to the Partnership.**

**Project Number:** The number assigned by MJSP.

**Project Name, Contributing Business Name, Project Administrator, Telephone and FAX Number:** Provide this information in the spaces available.

**Report Period:** Fill in the year and check the last trimester of the two-trimester period covered in this report.

### **A. Project Information**

The questions in this section are self-explanatory. Your comments are needed to give us a complete picture of how the project is progressing. Please use the reverse side or additional sheets of paper if you need more space.

### **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. If a different person has completed the report, please provide a brief explanation.

## **CONTRIBUTING BUSINESS PROGRAM EVALUATION REPORT**

This report is completed at the conclusion of the project. Your feedback is valuable to MJSP as it will assist us in determining the impact of our program. The completed form may be sent to your partnering educational institution, who will then forward it to MJSP, or if you prefer, it may be sent directly to MJSP. While the information contained in this report may be used in reports containing cumulative data, no specific information that identifies your business will be used without your permission.

In the spaces available, please enter the general information including the date the report is being completed, the project number assigned by MJSP, the project name, your business' name, and the name, title, phone number and e-mail address of the contact person at the business.

The report is divided into three general sections. In the first section, please provide feedback regarding the performance of your partnering educational institution and your satisfaction with the training program developed.

In the second section, please provide feedback regarding the impact of the training program on your business, including any specific measures or results you may have tracked.

In the third section, please provide feedback regarding your understanding of the Minnesota Job Skills Partnership and your experience with the Minnesota Job Skills Partnership program, including any suggestions for improvements to our program that you may have.

Several questions provide the opportunity to rate your response on a scale of one to five. For those questions, click on the box to select your response. There is also space below each of these questions for your comments.