

Minnesota Department of Employment & Economic Development (DEED)

Employment & Training Programs (ETP) Division

# TERMS & CONDITIONS

## Senior Community Service Employment Program (SCSEP)

This attachment provides:

1. Contact Information
2. Funding Information and Limitations
3. Items Required During the Grant Period

### 1. Contact Information:

#### **Dislocated Worker Federal Adult Programs:**

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#### **Fiscal / Program Monitoring:**

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Backman Bridget

Program Monitor

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FSR / RPR Submittal Email:

[DEED.FSR@State.mn.us](mailto:DEED.FSR@State.mn.us)

2. Funding Information and Limitations:

- **Research and Development (R&D):** N/A
- **Federal Award Notification (FAIN) Number:** Please see Notice of Award (NOA) attached to executed grant package for FAIN number.
- **Notice of Award (NOA) Federal Award Signed Date** (the date when the federal NOA was signed by the authorized official of the federal awarding agency): Please see NOA attached to executed grant package for signed date.
- **Federal Funding Accountability and Transparency Act (FFATA) Description:** The intent of the FFATA is to empower every American with the ability to hold government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, which is [www.USASpending.gov](http://www.USASpending.gov)
- **Uniform Guidance §200.331 - Requirements for grantees:**
  - A requirement that the grantee permit the state agency and auditors to have access to the grantee's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and
  - Appropriate terms and conditions concerning closeout of the subaward.
- **Cost Category Requirements:**
  - **SCSEP Administrative Limit:** A standard maximum of 13.5 percent of the total funds must be used for administrative costs. For providers, the requirement is a maximum of 8.5 percent.
  - For PY24, the maximum for administrative costs is 15 percent of the total SCSEP funds with approval from the Employment and Training Administration, US Department of Labor. For providers, the requirement is a maximum of 10 percent.
  - **SCSEP Wages and Benefits Limit:** A minimum of 75 percent of the total funds must be used for wages and benefits. DEED requires a minimum of 78 percent for providers.

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3. Items Required During the Grant Period:

▪ **Grant Program Monitoring Guide:**

- Complete and return to program monitor as requested.

▪ **Financial Status Report (FSR) / Reimbursement Payment Request (RPR):**

- Due 20 days after month end. For example, the June RPR (June 30 end date) is due July 20.
- Report accrued monthly expenditures and obligations. Obligations are existing commitments, not estimates.
- A monthly RPR/FSR is required even if no funds were expended or obligated.

▪ **Quarterly Narrative Progress Report (QNPR):**

- Due 30 days after quarter end. For example, the Quarter 1 report (September 30 end date) is due October 30.