

Senior Community Service Employment Program (SCSEP)

Non-Federal Share of Costs Administrative Policy

Summary

This policy sets rules for identifying, recording, and reporting the non-federal share of costs to make sure the Senior Community Service Employment Program (SCSEP) meets all required rules and funding conditions. This policy applies to all Grantees, Sub-grantees or Providers, and Host Agencies taking part in SCSEP-funded activities.

Relevant Laws, Rules or Policies

[Older American Act \(OAA\) 502\(c\), Federal Share and Use of Funds](#)

[Code of Federal Regulations \(CFR\) 2 CFR Part 200](#)

[Code of Federal Regulation \(CFR\) 2 CFR 200.306, Cost Sharing](#)

[Code of Federal Regulations \(CFR\) 29 CFR 95.23, Cost Sharing or Matching](#)

[Code of Federal Regulations \(CFR\) 29 CFR 97.24, Matching or Cost Sharing](#)

Effective Date

5/22/2026

Last Updated

5/22/2026

Contact

DWFAPrograms.DEED@state.mn.us

Policy

Non-federal share matching costs are allowed costs paid with non-federal funds. SCSEP grantees must make sure that at least ten percent (10%) of the total cost of activities under a SCSEP grant comes from allowed non-federal costs. These can be in cash or in-kind contributions.

Requirements for Cost Sharing and Matching Funds under Federal Awards

The Grantee must accept any cost-sharing funds given by the subgrantee if the funds meet all the rules below:

1. The funds can be proven in the subgrantee's records,
2. The funds are not used as contributions for any other federal award,
3. The funds are needed and fair for reaching the goals of the federal award,
4. The funds are allowed under Subpart E of the Uniform Guidance.
5. The funds are not paid by the Federal Government under another federal award, unless clearly allowed by the program's federal law.
6. The funds are included in the approved budget when the federal agency requires it.
7. The funds follow all other parts of 2 CFR 200.306(b).

Types of Non-Federal Share of Costs

Non-federal share of costs includes:

1. **Cash Match** – Direct money spent to support SCSEP activities.
2. **In-Kind Contributions** – Non-cash goods, services, or resources that help the program.

Cash Match

A cash match includes real spending by the grantee or subgrantee that is needed to run the program. Examples include:

- **Salaries and fringe benefits** for staff (e.g., project director, administrative staff).
- **Administrative travel** for SCSEP work.
- **Office space costs** (e.g., rent, utilities).
- **Equipment and furniture** used for running the program.
- **Other costs** such as postage, telephone, insurance, and copying services.

In-Kind Contributions

In-kind contributions include non-cash goods, services, or resources that directly support program activities. Examples include:

- **Host agency contributions**, such as supervisory time or use of workspace. Supervisors claiming hours as in-kind must use a timesheet that shows their hours and links them to each participant. The hourly rate must match the supervisor's regular pay or local labor market rates.
 - If the host agency does not provide hourly rates, the hours must be valued at the state's minimum wage.
 - Supervisor hours usually make up 5% to 20% of the participant's weekly hours, depending on the level of help needed.
 - If a supervisor meets with several participants at once, the time can only be counted once.
- **Sponsor-provided resources**, such as office space and staff time.
- **Community-based support**, such as professional services and meeting space. When a third-party organization provides an employee's time, the value must reflect the employee's normal pay and allowable fringe benefits as per 2 CFR 200.306(f).
 - For example, when a guest speaker provides training or special presentation to SCSEP participants, the organization or individual must give an In-Kind Invoice which clearly shows their regular rate of pay and number of hours spent on this service.
 - Additionally, if a service or event space is given at no cost, it can only be counted as an in-kind contribution if it normally costs money.
 - All in-kind contributions, must:
 - Be recorded and valued using standard rates in the subgrantee's or host agency's system,

- Be needed and reasonable for program goals, and,
- Not be counted as costs for any other federal program.

Documentation Requirements

To ensure compliance, subgrantee's must keep clear records of all non-federal share of costs, including:

- Timesheets for personnel and supervisors giving in-kind time,
- Receipts, invoices, or statements for cash expenses,
- Host agency agreements that list in-kind contributions (see "Host Agency Supervisor Contribution Form" under Related links at the end of this policy),
- Acknowledgment forms showing the host agency has been informed of the policy (see "In-kind Wage Statement form" under related links at the end of this policy.
- Reports showing community donations and services provided.

Reporting

Project sponsors must report non-federal share of costs as follows:

- **Monthly submission:** Reports must be submitted with the monthly Financial Status Report (FSR) or Reimbursement Payment Request (RPR) by the 20th of the month following the reporting month.
- **Verification:** Sponsors must ensure all reported costs align with 29 CFR 97.24 (governmental units) or 29 CFR 95.23 (nonprofit and commercial organizations).

Compliance and Oversight

- Project sponsors must ensure that all non-federal share costs follow Uniform Guidance and SCSEP regulations.
- Subgrantees may not require host agencies to provide non-federal resources as a condition to participate in the program.
- Corrective actions may be required when rules are not followed to ensure proper reporting and use of non-federal funds.

Exceptions and Special Circumstances

- The U.S. Department of Labor may cover 100% of costs in designated emergency or economically distressed areas.
- Subgrantees who have trouble meeting the non-federal match requirement should notify DEED for guidance.

RELATED LINKS

[In-kind Contribution Statement](#)

[Host Agency Supervisor Contribution Form](#)