

# New and Expanded Registered Apprenticeship Program (RAP) Grant

## Request for Proposal (RFP)

<b>Available funding:</b>	Approximately \$640,000. Maximum of \$30,000 per applicant.
<b>Purpose:</b>	This grant program seeks to aid employers in the development of new registered apprenticeship programs and to expand existing apprenticeship programs in apprenticeable occupations. Priority will be given to programs in targeted industries: education, semiconductors, information technology, advanced manufacturing, healthcare, hospitality, the public sector and construction.
<b>Period of performance:</b>	From the date the contract is fully executed, for a period of 18 months.
<b>Application due date:</b>	Applications are accepted beginning Dec. 20, 2024, and will continue on a rolling basis until funds are depleted, or April 30, 2026, whichever comes first. Applications are due by the last day of each month. Submit applications by email to: <a href="mailto:Ruth.Taylor@state.mn.us">Ruth.Taylor@state.mn.us</a>
<b>Questions:</b>	<p>Questions may be submitted by phone or email.</p> <p>Questions received will be answered in the FAQs each Monday while the RFP is open. Questions and answers are at: <a href="#">FAQs</a>.</p> <p>Contact: Ruth Taylor</p> <p>Email: <a href="mailto:Ruth.Taylor@state.mn.us">Ruth.Taylor@state.mn.us</a> Phone: 651-284-5467</p> <p>If needed, our agency has access to Language Line, a free language translation service for limited-English speakers. Contact us and we will get in touch with an interpreter at 651-284-5005 or 800-342-5354.</p>
<b>Informational Webinar:</b>	<p>Webinar dates and time are noted below. Click the link to register.</p> <p><a href="#">Wednesday, Jan. 8, 2025, at 9 a.m.</a></p> <p><a href="#">Thursday, Feb. 13, 2025, at noon</a></p>
<b>Notification of award:</b>	Applicant awards will be announced on a rolling basis, within three months of submitting an application.
<b>All RFP and application documents can be found at:</b>	<a href="#">Grant application documents</a>

## 1. Name of grant program

New and Expanded Registered Apprenticeship Program (RAP) Grant.

## 2. Purpose of grant: background, objectives, focus populations and outcomes

### Background

The Minnesota Department of Labor and Industry's (DLI) mission is to ensure Minnesota's work and living environments are equitable, healthy, and safe. The department serves employees, employers and the public by regulating buildings and workplaces through education and enforcement. DLI will advance equity by identifying disparities and creating systemic change to better serve and protect all Minnesotans.

The Apprenticeship Division at DLI supports Minnesota's economy by promoting, facilitating and developing quality registered apprenticeship programs that recruit, train and retain a highly skilled and diverse workforce. Apprenticeship is an earn-as-you-learn workforce training model that allows people to earn a good living while mastering in-demand skills.

This grant is fully funded through a \$4.7 million State Apprenticeship Expansion Formula Grant (Award No. 24A60AP000057) that DLI received from the U.S. Department of Labor/Employment and Training Administration. All grant awardees will need to comply with the requirements in [2 CFR 200](#) and [2 CFR 2900](#) . including but not limited to the provisions required by [eCFR :: Appendix II to Part 200, Title 2 -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

The policies listed in this RFP can be found on the website of the Minnesota Department of Administration, Office of Grants Management [\(Grants Management Policies, Statutes, Form / Minnesota.gov \(mn.gov\)\)](#) and are applicable to all state agencies.

### Objective

This grant program seeks to aid employers with the development of new registered apprenticeship programs (RAP) or to expand existing RAPs in apprenticeable occupations, with priority given to programs in these targeted industries: education, semiconductors, information technology, advanced manufacturing, healthcare, hospitality, the public sector, and construction. Incentive funding will assist with the costs of starting or expanding a RAP and may be used to cover the costs of employer staff time to develop and operationalize programs, develop and provide related instruction, and/or recruit apprentices. Grant funds may also be used to purchase tools and supplies or pay for tuition for related instruction. Grant funds cannot be used to pay for apprentice wages.

### Focus populations

It is the policy of the state of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

Policy 08-02 establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

This grant funding seeks to increase the number, skills, and qualifications of registered apprentices in Minnesota including:

- People of color
- Indigenous people
- Women
- Individuals with disabilities
- Greater Minnesota

Priority will be given to applicants who demonstrate a commitment to recruiting and retaining apprentices from these populations.

### **3. Grant activities**

Applicants can achieve desired outcomes through a variety of activities. Applicants may apply for funding to cover some or all of the following:

#### *Start-up costs for RAPs:*

- Design and registration of a new RAP in partnership with DLI staff.

#### *RAP and registered apprentice registration:*

- Registration of RAP, registration of a new apprentice.
- Registration of a new occupation, registration of a new apprentice.

#### *Start-up curriculum expenses:*

- Curriculum development.
- Purchase of training curriculum.

#### *Related instruction for new or expanding RAP:*

- Instructor time reimbursement.
- Apprentice tuition.

#### *Information technology system:*

- Software system to use for tracking apprentices (purchase and setup).

#### *Tools, supplies and materials:*

- Must be related to start-up costs and/or related instruction training for new or expanding RAPs.

## 4. Eligible applicants and minimum eligibility requirements

### Eligible applicants

The grant program seeks proposals from entities that are looking to create a RAP or expand an existing RAP in apprenticeable occupations with priority given to these targeted industries: education, semiconductors, information technology, advanced manufacturing, healthcare, hospitality, the public sector, and construction. Applicants may be an existing RAP in good standing in Minnesota, employer, employer association or apprenticeship committee.

Multi-organizational partnerships are not eligible for this funding.

## 5. Funding availability

- Total funds allocated for this grant: Approximately \$640,000.
- The maximum amount applicants can request is \$30,000.
- DLI plans to award funding to approximately 20 to 30 applicants.

## 6. Eligible and ineligible expenses

- 1) Eligible expenses include but may not be limited to:

Curriculum, related instruction, information technology system, tools, supplies, and materials expenses will all be paid on a reimbursement basis. All costs submitted for reimbursement must be allowable by the terms of the grant, reasonable and necessary, rationally allocated, adequately documented and within the contracted period of performance. No costs can be double funded using other sources.

Budget categories	Allowable Expenditures
<b>Incentive, flat rates</b>	
Targeted industries start-up RAP incentive	<p>Design and register a new RAP or expand a current RAP in a new occupation or new industry.</p> <p>Incentive of \$2,000 to be paid after program registration is approved and finalized by the DLI apprenticeship director.</p> <p>Grantees must participate in a minimum of five meetings with DLI development staff as part of the apprenticeship program registration process.</p>
RAP and RA registration start-up incentive	<p>Registered apprenticeship successfully completes first program review with DLI staff and retains at least one registered apprentice for 90 days.</p> <p>Incentive of \$500 per registered apprentice retained for 90 days, for up to six apprentices, not to exceed \$3,000.</p>

<b>Reimbursable expenses - can only be accessed after the new RAP or occupation is approved</b>	
Personnel	Internal staff time for related instruction training and administration of grant programming.
Start-up curriculum expenses	Customized training costs, building in house curriculum, purchasing curriculum licenses, employee compensation, training materials.
Related Instruction	Apprentice tuition.
Information technology system	Software system to use for tracking apprentices (licensing fees are not allowed under this expense).  Cannot exceed \$4,999.
Tools, supplies and materials	Must be directly related to RAP start-up costs and/or related instruction.

2. Ineligible expenses include but are not limited to:

- Direct funding to apprentices.
- Fundraising.
- Taxes, except sales tax on goods and services and payroll.
- Lobbyists, political contributions.
- Bad debts, late payment fees, finance charges or contingency funds.
- Parking violations and traffic violations.
- Out-of-state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.
- Food, beverages, party supplies.
- Equipment that equals or exceeds \$5,000 (see definition in the DLI Grant Definitions document).
- Expenses occurring outside of the contracting period.

## **7. Reviewing and scoring applications**

The committee will review each application on a 100-point scale. The scoring factors and weight upon which applications will be judged are based on the points awarded to applicants who provide evidence of their capacity to successfully accomplish the grant goals.

The review criteria below will be used to evaluate proposals in each scoring category. Review criteria are based both on the grant program requirements and on an applicant’s ability to achieve the requirements of the grant.

Scoring factor	Scoring Criteria	Total points possible
Grant program overview	Clearly provided a summary of industry and occupation and the number of anticipated apprentices. Explained how the registered apprenticeship program will benefit the organization.	15
Equity	Articulated an outreach strategy to key populations that is culturally relevant and accessible.	20
Work plan	Clearly indicate a timeline for grant activities, including the month and year that meetings activities and milestones will be accomplished.	40
Outcomes	Provided count of anticipated apprentices expected in each quarter.	10
Organizational ability	<p>Provided evidence of organizational, programmatic, administrative and fiscal capacity to successfully conduct and administer grant programming.</p> <p>Included information as to whether or not there have been recent changes in leadership or financial management systems in the last three years.</p>	15
Budget and budget narrative	<p>Proposed a budget that is appropriate for anticipated uses.</p> <p>Provided a budget narrative with a detailed account for proposed expenditures.</p>	required but not scored
<b>Total score available</b>		<b>100</b>

## 8. Grantee reporting requirements

The grantee must take part in every-other-month progress update and technical assistance calls. Additionally, the grantee must submit quarterly reports and other reporting templates provided by DLI. Reporting templates include:

1. Reimbursement Payment Request (RPR) for invoicing (template provided by DLI).
2. Expense Summary (template provided by DLI).
3. Participant enrollment forms (template provided by DLI).
4. Quarterly Narrative Report (template provided by DLI).
5. Final report (template provided by DLI).

All reports and required supporting documentation must be submitted on a quarterly basis as follows:

Report periods	Documentation Due Date
• January – March	April 15
• April – June	July 15
• July – September	October 15
• October - December	January 15

Grantees must also provide a final grant report which summarizes all grant activity. The final grant report must be provided within 30 business days of the end of the grant period of performance and final invoices must be submitted within 60 days of the end of the grant period of performance, or as specified in the contract.

## 9. DLI monitoring of grantee performance

DLI may choose to conduct grant monitoring per [Policy 08-10](#).

## 10. Payments to grantee

Per [Policy 08-08](#), reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The state will review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments will not be made on grants with past due progress reports unless DLI has given the grantee a written extension. Payments will be made through the state's SWIFT accounting system.

## 11. Financial and grantee capacity review

As applicable, grant applicants may be required to submit financial, capacity and internal control documents based on state or federal requirements.

- 1) Nonprofits may be required to submit their most recent board reviewed financial statements, an IRS Form 990 or their most recent certified financial audit if selected for a grant award.
- 2) All applicants may be required to submit additional documents, including descriptions of internal controls over business expenditures and outcomes of grant funds, if selected for a grant award.

## 12. Audit of grantee's records

Under [Minn. Stat. §16B.98](#) Subdivision 8, the grantee's books, records, documents and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the commissioner of the Minnesota Department of Administration, the granting agency and either the legislative auditor or the state auditor, as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

## 13. Grantee requirements when bidding grant related work

1. **For nongovernmental organizations and for-profit businesses:**
  - A. Any grant-funded services and/or materials that are expected to cost:
    - Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.
    - Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
  - B. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
    - [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
    - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
    - Small Business Certification Program through Hennepin County, Ramsey County and City of St. Paul: [Central Certification Program](#)
  - C. The grantee must maintain:
    - Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
    - Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.
  - D. The grantee must not contract with vendors who are suspended or debarred in Minnesota: [Suspended/Debarred Vendor Information](#)
  - E. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers, workers and mechanics should be comparable to wages paid for similar work in the community as a whole.
2. **For municipalities:**
  - A. Grantees that are municipalities must follow:
    - The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
    - The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
  - B. The grantee must not contract with vendors who are suspended or debarred in Minnesota: [Suspended/Debarred Vendor Information](#)



## 14. Conflicts of interest

State grant policy requires that processes are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98 Subd. 2-3](#) and [08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the department due to competing duties or loyalties.
- A grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant or termination of the grant contract agreement.

## 15. Public access to applicant's data

[Per Minn. Stat. § 13.599:](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by DLI as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

## 16. Affirmative action and non-discrimination requirements for grantees

- A. As per [Minn. Stat. §363A.02](#), the grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, familial status or age in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#).
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

## 17. Grantee voter registration requirement

The grantee will comply with [Minn. Stat. §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

## 18. Required application materials

**Required material to submit with application:**

- Application Form (including Work Plan and Budget)
- Exhibit A: Certification

Do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

## 19. How to submit applications

**Email to:**

Ruth Taylor

Email: [Ruth.Taylor@state.mn.us](mailto:Ruth.Taylor@state.mn.us)

**All applications will be received on a rolling basis until all available grant funds have been awarded.**

The applicant will incur all costs associated with applying to this RFP.

## 20. Questions

**If you have questions and would like more information about this RFP, contact:**

- Questions may be submitted by phone or email to:

Ruth Taylor at 651-284-5467 or [Ruth.Taylor@state.mn.us](mailto:Ruth.Taylor@state.mn.us).

Questions and answers will be available at: [FAQs](#).

## **21. Review process and timeline**

Applications are due by the last day of each month. The review committee will evaluate all eligible and complete applications on a monthly basis. DLI will review all committee recommendations and is responsible for award decisions.

## **22. Application content**

Applicants must submit the following for the application to be considered complete:

Application Form (including Work plan, Budget, and Exhibit A: Certification).

The above documents and additional support materials can be found here: [Grant home page](#).