



Mental Health Training for Apprentices in the Building and Construction Trades Industry

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Labor and Industry
443 Lafayette Road N.
St. Paul, MN 55155

[Grants | Minnesota Department of Labor and Industry](https://dli.mn.gov/grants) (dli.mn.gov/grants)

May 4, 2026

To obtain this information in a different format, call 651-284-5085.

If needed, our agency has access to Language Line, a free language translation service for limited-English speakers. Contact us at 651-284-5005 or 800-342-5354 and we will get in touch with an interpreter.

Cover page

Table one RFP summary

Available funding	Up to \$150,000
Purpose	The purpose of this grant is to support registered apprenticeship programs in the building and construction trades industry in Minnesota in developing initiatives that improve mental health outcomes for apprentices and journey workers through informed, need-based, and industry-specific strategies.
Period of performance	Grant contracts may begin in July 1, 2026 or the date the contract is fully executed, whichever occurs later, until June 30, 2027. The term of the grant period is anticipated to be up to 12 months.
Application due date	Applications are due no later than 4:30 p.m., Central Daylight Time (CDT), on May 29, 2026.
Questions	<p>Questions may be submitted by phone or email.</p> <p>Questions and answers will be posted on Mondays, up to May 22, 2026, at dli.mn.gov/business/workforce/mental-health-training-apprentices-building-and-construction-trades-industry.</p> <p>Contact: Mahdi Surosh Email: mahdi.surosh@state.mn.us Phone: 651-284-5058</p> <p>If needed, our agency has access to Language Line, a free language translation service for limited-English speakers. Contact us at 651-284-5005 or 800-342-5354 and we will get in touch with an interpreter.</p>
Notification of award:	Applicant awards are anticipated to be announced by June 2026.
Information session:	<p>Virtual information session via Teams on May 15, 2026, at 2 p.m. CDT.</p> <p>Registration link: https://events.gcc.teams.microsoft.com/event/8b4a82a6-3b49-45e3-a476-7c6c69203bdb@eb14b046-24c4-4519-8f26-b89c2159828c</p>
All RFP and application documents can be found at	dli.mn.gov/business/workforce/mental-health-training-apprentices-building-and-construction-trades-industry

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RFP Part 1: Overview

Grant overview

- Grant name: Mental Health Training for Apprentices in the Building and Construction Trades Industry
- Program website: dli.mn.gov/business/workforce/mental-health-training-apprentices-building-and-construction-trades-industry
- Open for applications: May 7, 2026.
- Application due date: May 29, 2026.

The Minnesota Department of Labor and Industry's (DLI) mission is to ensure Minnesota's work and living environments are equitable, healthy and safe. DLI serves employees, employers and the public by regulating buildings and workplaces through education and enforcement.

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 # 24A60AP000057) that DLI received from the U.S. Department of Labor/Employment and Training Administration. ALN/CFDA number 17.285. 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– Contract Provisions for Non-Federal Entity Contracts under Federal Awards](#).

This grant opportunity is intended to support registered apprenticeship programs in the building and construction trades in developing initiatives that improve mental health outcomes for apprentices and journey workers through informed, need-based, and industry-specific strategies. Eligible activities include but are not limited to developing or enhancing internal mental-health programs and policies; providing mental-health literacy and suicide-prevention training; establishing crisis-response protocols, including on-site procedures; delivering harm-reduction education; and developing partnerships with community organizations.

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

Funding availability

- Total amount of funds available is up to \$150,000.
- The maximum amount of funding that can be requested by any single applicant is \$49,999.
- DLI plans to award funding to three to four applicants.

Funding will be allocated through a competitive process. DLI may offer partial awards based on review committee recommendations. If your proposal is offered a partial award, you will have the opportunity to review your workplan based on the final award amount. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Table two funding summary

Funding	Estimate
Estimated amount to grant	\$150,000
Estimated number of awards	3-4
Estimated award maximum	\$49,999

Match requirement

There is no match requirement for this grant.

Project dates

Estimated project start dates are July 1, 2026, or the date the contract is fully executed, whichever occurs later, until June 30, 2027. The term of the grant period is anticipated to be 12 months.

There is no option for an extension beyond June 30, 2027.

Eligibility

Applicants must meet the minimum requirements in order to be considered for this grant opportunity. If an application does not fully meet these requirements it will not be further reviewed.

An eligible applicant must be a registered apprenticeship program in the building and construction trades industries that can demonstrate the ability to implement programming to support apprentice and journey worker mental health. Eligible applicants must be organizations that are registered and in good standing with the Internal Revenue Service and Minnesota Secretary of State.

In addition, to be eligible for funding, applicants must:

1. Meet the application deadline;
2. Submit a complete application with supporting documents as appropriate;
3. Serve the focus population listed for this grant program; and
4. Meet all eligibility requirements outlined in this RFP.

Priorities

Apprenticeship Minnesota supports approximately 12,000 active registered apprentices and more than 150 registered apprenticeship programs. Minnesotans working in the building and construction and trades industry experiences elevated rates of mental-health challenges, including depression, substance misuse, and suicide. Although awareness of these issues has increased, gaps remain in access to services, workforce training, population-specific support, and sustained organizational infrastructure.

This RFP seeks proposals from registered apprenticeship programs in the building and construction trades industry to develop initiatives that improve mental health outcomes for apprentices and journey workers through informed, need-based, and industry-specific strategies.

The grant will serve:

Mental Health Training for Apprentices in the Building and Construction Trades Industry Grant RFP

- Registered apprentices and journey workers in the building and construction trades industry in Minnesota

Expected grant outcomes include:

- Development or improvement of sustainable, standard mental health systems and policies
- Increased knowledge among apprentices and journey workers regarding mental health, related policies, available internal and external resources, crisis response, and suicide prevention
- Improved crisis readiness, increased help seeking behavior, and enhanced access to support services, contributing to safer and stronger job-site culture around mental health support
- Increased apprentice retention and completion rates, contributing to a healthier workforce

Applicants may achieve these outcomes through a variety of eligible activities, including but not limited to:

- Developing or improving internal mental health programs and policies
- Providing mental health literacy and suicide-prevention training, including mental health orientation for apprentices and awareness campaigns
- Establishing, developing, or improving crisis-response protocols, including on-site procedures
- Delivering harm-reduction education and creating peer-support networks
- Developing partnerships with community organizations

Collaboration

Applicants may only apply as a stand-alone organization.

Selection criteria and weight

Funding will be allocated through a competitive process with review by a committee. The review committee will review each applicant on a 100-point scale.

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.

The Mental Health Training for Apprentices in the Building and Construction Trades Industry Programs Grant has the following weighted criteria:

Table three scoring criteria

Scoring factor	Scoring criteria	Total points possible
Grant program overview	Provided a clear summary of the proposed mental health training for apprentices. Described the primary grant activities and explained what the proposed project will accomplish.	15
Program activities and services	Described in detail the steps applicant will take to implement their proposed program. Identified existing gaps and challenges. Outlined the strategy and approach for reviewing current policies and revising them for improvement.	20

Scoring factor	Scoring criteria	Total points possible
	<p>Explained how the applicant will engage apprentices and journey workers. Specified the systems they will implement for program administration. Described how relationships have been or will be built. Indicated whether staff or contractors will be hired or trained, and whether partnerships will be established. Specified the systems they will implement for program administration.</p> <p>Described how the applicant will ensure that expected outcomes are achieved during the grant period.</p> <p>Program activities must clearly demonstrate the capacity to support participants.</p>	
Work plan	<p>Included a realistic timeline for major program activities, resources, roles and grant outcomes. Program outcomes and workplan activities should be aligned.</p> <p>Actions to ensure sustainability post-grant funding are included in the workplan.</p> <p>All activities must be completed and outcomes achieved by June 30, 2027.</p>	25
Outcomes	<p>Detailed the number and type of products and materials that will be developed or created as well as the anticipated number of participants who will benefit from program activities.</p> <p>Included a qualitative description that explains the significance of the numbers and what they represent.</p>	25
Organizational ability	<p>Provided evidence of the organization’s programmatic, administrative, and fiscal capacity to successfully conduct and administer the grant.</p> <p>Included examples of previous grant experience demonstrating the ability to perform similar duties.</p> <p>Identified whether there have been any changes in leadership or financial-management systems within the past three years.</p>	15
Budget and budget narrative	<p>Provided a detailed list of budgeted line items that fall within allowable expense categories and comply with any mandated limitations.</p> <p>Proposed a budget that is appropriate for the anticipated program activities.</p> <p>Included a budget narrative that offers a clear and detailed explanation of all proposed expenditures.</p>	Required, not scored
	Total score available	100

Questions, technical assistance and information sessions

All questions regarding this RFP must be submitted by email to mahdi.surosh@state.mn.us or by phone to 651-284-5085.

If needed, our agency has access to Language Line, a free language translation service for limited-English speakers. Contact us at 651-284-5005 or 800-342-5354 and we will get in touch with an interpreter.

Questions and answers will be posted within 5 business days of receipt dli.mn.gov/business/workforce/mental-health-training-apprentices-building-and-construction-trades-industry. Please submit questions no later than 4:30 p.m. CDT on May 22, 2026.

All prospective applicants are encouraged to attend an information session. The session will take place virtually on Teams on May 15, 2026, from 2-3 p.m. CDT. Please register in advance using the link below:

Registration link: events.gcc.teams.microsoft.com/event/8b4a82a6-3b49-45e3-a476-7c6c69203bdb@eb14b046-24c4-4519-8f26-b89c2159828c

The questions and answers from the session will be posted no later than May 22, 2026, on the DLI grants webpage.

RFP Part 2: Submission

Applications must be received no later than 4:30 p.m. CDT on May 29, 2026. The applicant will incur all costs associated with applying to this RFP. **Late applications will not be accepted.**

Email to: Mahdi Surosh

Email: mahdi.surosh@state.mn.us

Please put the “Mental Health for Apprentices in the B&C Trades Programs Grant - [Your Organization Name]” in the subject line of the email.

Application content

You must submit the following in order for the application to be considered complete:

1. Application form
2. Exhibit A: Certification of Not-Suspended or Debarred

Incomplete applications will be rejected and not evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

DLI reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

RFP Part 3: Application review process

Review process

Funding will be allocated through a competitive process with review by a committee. The review committee will use the point scale provided above to evaluate all eligible and complete applications received by the deadline. Reviewers will meet and discuss the proposals and then put forth their recommendations. The commissioner of DLI will make the final funding decisions, including the consideration of pre-award risk assessment results and past performance as a recipient of state grant funds as applicable. Award notifications will be communicated by email to applicants.

Timeline

The dates below are to provide an estimated timeline for the grant and may change:

- May 4, 2026: RFP posted on the DLI website
- May 15, 2026: Virtual information session on Teams at 2 p.m. CDT ([Register to attend](#))
- May 22, 2026: Questions due no later than 4:30 p.m. CDT
- May 29, 2026: Applications due no later than 4:30 p.m. CDT
- June 4, 2026: Committee begins review of applications
- June 19, 2026: Selected grantee announced; grant contract agreement negotiations begin
- July 1, 2026: Grant contract agreement signed, and grant begins

Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes § 16B.98 Subd. 2-3 and OGM Policy 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.

Public data

Per [Minnesota Statutes § 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).

RFP Part 4: Award requirements and grant management responsibilities

Pre-award risk assessment and financial review

In accordance with [Minnesota Statutes §16B.981](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more. Granting agencies will request, review, and analyze information, including exhibits A-F, as referenced in this RFP, as applicable.

Grant contract agreements

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the state's authorized representative has notified the grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including workers' compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and reporting requirements

It is the policy of the state of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met.

The grantee must take part in quarterly progress update and technical assistance calls. Additionally, the grantee must submit quarterly reports, using templates provided by DLI. Example templates can be found dli.mn.gov/business/workforce/mental-health-training-apprentices-building-and-construction-trades-industry and include the following:

- 1) Reimbursement payment request (RPR) for invoicing (template provided by DLI)
- 2) Expense summary (template provided by DLI)
- 3) Participant forms
- 4) Quarterly narrative report (template provided by DLI)
- 5) Final report (template provided by DLI)

Grantees will be required to coordinate with their accounting department to establish a grant-specific general ledger within the grantee's accounting system.

All reports and required supporting documentation must be submitted on a quarterly basis no later than 20 business days after the last day of the reporting quarter. Quarters are as follows:

- Jan. 1 to March 31
- April 1 to June 30
- July 1 to Sept. 30
- Oct. 1 to Dec. 31

Grantees must also provide a final grant report which summarizes all grant activity. The final grant report must be provided within 30 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.

Grant monitoring

[Minnesota Statutes § 16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000.
- Annual monitoring visits during the grant period on all grants over \$250,000.
- Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants over \$50,000.
- The State may conduct additional monitoring or financial reconciliations during the performance period.

Documentation and reports must be made available to the federal awarding agency upon request; DLI may share documentation with the federal award agency.

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

Grant payments

Per [state policy on grant payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The state shall 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 shall 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.

The invoicing and payment schedule will be as follows:

- Jan. 1 – March 31 due May 1
- April 1 – June 30 due Aug. 1
- July 1 – Sept. 30 due Nov. 1
- Oct. 1 – Dec. 31 due Feb. 1

Authorized representatives

Pursuant to [Minnesota Statutes §16B.98, subd. 5 \(d\)](#), grantees must clearly post on the grantee’s website the names of, and contact information for, the grantee’s leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

Contracting and bidding requirements

A. Municipalities

Grantees that are political subdivisions or municipalities must use these guidelines:

- A. Municipalities are required to comply with [Minnesota Statutes §471.345](#), Uniform Municipal Contracting Law.
- B. The grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- C. Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the state of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).
- D. 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.

B. Nongovernmental entities

Grantees that are nongovernmental entities must use these guidelines:

- A. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- B. 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.
- C. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids.
- D. 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.
- E. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- F. Notwithstanding the above, the state may waive bidding process requirements when:
 - a. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - b. It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
- G. The grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41 through 177.50](#), as applicable.
- H. The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the state of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).

Audits

Per [Minnesota Statutes § 16B.98 subd. 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 state granting agency, the state auditor, the attorney

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general and the legislative 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.

Grant provisions

Grant contract agreement templates are available for review on the [Office of Grants Management policies, statutes, and Forms and FAQs page](#).

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.

Eligible expenses

Eligible expenses include but may not be limited to:

Table four budget categories

Budget categories	Examples of allowable expenditures
Personnel	<p>Employee wages and benefits directly related to grant program activities and reporting.</p> <p>Please identify the position(s) funded by this grant, the hourly rate (wages plus fringe), number of hours billed to the grant, and the total cost per position. Positions can also be identified by the portion of the FTE charged to the grant.</p> <p>Example: Mental health coordinator, \$31.25/hr x 80 hrs = \$2,500</p> <p>Example: Mental Health coordinator at .1 FTE (\$65,000 total annual salary, plus fringe) = \$6,500</p>
Grant-funded personnel travel	<p>Grant related staff travel expenses in the state of Minnesota.</p> <p>Please breakout your travel expenses, where possible, and use the federal mileage reimbursement rate and follow the Nonrepresented Employees Plan 25 - 27 final as applicable for meal reimbursement and lodging.</p> <p>Example: hotel for 2 nights at \$170/night = \$340; mileage at .725 cents/mile x 700 miles = \$507.50; meal reimbursements at \$43/day x2 days = \$86</p>

Budget categories	Examples of allowable expenditures
Supplies and materials	<p>Office and training materials and supplies directly supporting grant activities.</p> <p>Tools, supplies, materials and curricula expenses related to operating an apprenticeship preparation program.</p> <p>Breakout your supply expenses and provide estimates or quotes where possible.</p> <p><i>Example: Pens and notebooks 50 x \$5 = \$250 [estimated]</i></p> <p><i>Example: Mental health literacy and suicide-prevention training curriculum \$500 [estimated]</i></p>
Contractual	<p>Vendor services necessary to provide grant program activities and services.</p> <p>Please breakout your contractual expenses, where possible.</p> <p>Include contractor's business name, address and contact name. List which services each contractor(s) will be providing.</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> • <i>Contractor: Jerry's Community Programming 1527 Apprenticeship Avenue Retention, MN 55062 Jerry Jangle, 612-652-5698, jj@jcp.org</i> • <i>Service provided:</i> • <i>Training and materials development in mental health literacy and suicide-prevention, and harm reduction</i> <i>4 hours of in-person mental health literacy training - \$500</i> <i>4 hours of in-person suicide-prevention training - \$500</i> <i>4 hours of in-person harm reduction training - \$500</i> <i>Materials for all four training - \$1,000</i> <i>Total: \$2,500</i>
Indirect costs	<p>The grantee may elect to use one of the below options, indicate the rate used in the budget narrative section of the application:</p> <p>A. The grantee has an established federal indirect cost rate. Please submit your Negotiated Indirect Cost Rate Agreement showing your approved federal rate.</p> <p>B. The grantee may use the de minimis rate of 15.0%. The grantee may apply the de minimis rate to the grantee's modified total direct costs.</p> <p>Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward. MTDC excludes equipment, capital</p>

Budget categories	Examples of allowable expenditures
	<p>expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs.</p> <p>Costs must be consistently charged as either programmatic or indirect costs and may not be double charged or inconsistently charged as both.</p>
Total projected budget	The total budget is the sum of the programmatic costs plus indirect costs.

Note: Please do not include any supportive services for this grant. If necessary for the program, please consider applying to this grant at Apprenticeship Minnesota: [Supportive Services for Registered Apprentices Grant | Minnesota Department of Labor and Industry](#).

All costs submitted for reimbursement must be allowable by the terms of the grant, reasonable and necessary, rationally allocated and adequately documented. No costs can be double funded using other sources.

Expenses directly related to delivering grant objectives can include personnel, fringe benefits, travel, supplies and contractual. These items should be included in the budget as specific budget line items.

Indirect costs benefit more than one objective and are not easily assignable to a specific objective. Indirect cost examples include salaries for executive director, front desk receptionist, square footage of space occupied by indirect staff or general office supplies available to all employees. A grantee may utilize a current federal negotiated indirect cost rate agreement or the current federal de minimums rate applied to modified total direct costs. No supporting documentation specific to indirect costs must be provided or maintained other than the formula used to calculate the indirect amount.

Documentation of grant expenses includes, but is not limited to, that showing the costs occurred (payroll records, quotes/bids, contracts, purchase orders, invoices, mileage reimbursement forms, itemized receipts, etc.) and that showing payment occurred (canceled checks, bank statements, bank transaction detail for electronic payments, paystubs showing direct deposit, etc.). Grantees are expected to establish a grant specific ledger with a unique code or identifier within their accounting system so that all grant expenses can be tracked and reported in an itemized list by date and cost category.

Supporting documentation must be maintained in accordance with grant requirements and provided to the state upon request. DLI reserves the right to require additional supporting documentation upon request.

Ineligible expenses

Ineligible expenses include but are not limited to:

- Apprentice wages
- Journey worker wages

- Supportive services
- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- 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
- No expenses submitted for reimbursement can be double funded using other sources

DLI reserves the right to offset overpayments and disallowances by reducing a subsequent cash payment or requiring repayment of costs.

Affirmative action and nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, 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 per [Minnesota Statutes § 363A.02](#).

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.

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.

Voter registration

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

Right of cancellation

The state reserves the right to cancel this solicitation if it is considered to be in its best interest. The state reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this RFP. The state does not intend to award a grant contract agreement solely on the basis of any response made to this request, or pay for information solicited or obtained.

Attachments

1. Application form
2. Exhibit A: Certification of Not-Suspended-Debarred