



Corrections Apprenticeship Preparation Program Grant

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)

March 18, 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 \$300,000.00
Purpose	This grant opportunity is intended to provide funding to eligible registered apprenticeship programs (RAPs) in the building and construction trades for the development and implementation of apprenticeship preparation programming for incarcerated individuals, preferably those with an anticipated release date within one to two years, at a Minnesota correctional facility.
Period of performance	Grant contracts may begin in June 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.
Application due date	Applications are due no later than 4:30 p.m., Central Daylight Time (CDT), on April 13, 2026.
Questions	<p>Questions may be submitted by phone or email.</p> <p>Questions and answers will be posted on Mondays, up to April 6, 2026, at dli.mn.gov/business/workforce/corrections-apprenticeship-preparation-program-grant.</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 May 2026.
All RFP and application documents can be found at	dli.mn.gov/business/workforce/corrections-apprenticeship-preparation-program-grant

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RFP Part 1: Overview

Grant overview

- Grant name: Corrections Apprenticeship Preparation Program Grant
- Program website: dli.mn.gov/business/workforce/corrections-apprenticeship-preparation-program-grant
- Open for applications: March 23, 2026.
- Application due date: April 13, 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 provide funding to eligible RAPs in the building and construction trades for the development and implementation of apprenticeship preparation programming for incarcerated individuals, preferably those with an anticipated release date within one to two years. Grantees shall organize and deliver two apprenticeship preparation training cohorts of 10, serving a total of 20 participants, to support successful transition and reentry into the workforce. These apprenticeship preparation programs will be delivered at state correctional facilities and will have a direct pathway to enrollment into RAPs following a pre-apprentice's release. Funding for apprenticeship preparation programs can be used to plan and develop the structure of the program, purchase training materials needed and to allow for coordination of additional partners to provide supportive services to assist participants.

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 \$300,000.
- The maximum amount of funding that can be requested by any single applicant is \$300,000.
- DLI plans to award funding to one applicant.

Funding will be allocated through a competitive process. 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	\$300,000.00
Estimated number of awards	1
Estimated award maximum	\$300,000.00

Match requirement

There is no match requirement for this grant.

Project dates

Estimated project start dates are June 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.

Funding is available through June 30, 2027. 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.

Eligible applicants must be organizations with an existing, active RAP in the building and construction trades; demonstrate the capacity to develop and implement apprenticeship preparation programming that supports and trains at least 20 currently incarcerated individuals in Minnesota; and be registered and in good standing with both the Internal Revenue Service and the Minnesota Secretary of State.

The grant program seeks proposals from organizations capable of developing and delivering apprenticeship preparation programs within state correctional facilities that provide a direct pathway to enrollment in a RAP upon a participant’s release. Applicants must demonstrate organizational capacity and experience working with incarcerated individuals. Prior experience and documented success delivering similar programs are preferred.

To ensure successful program implementation, the awarded organization must coordinate with the Minnesota Department of Corrections.

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. Demonstrate the ability to design and develop an apprenticeship preparation program;
4. Serve the focus population listed for this grant program; and
5. Meet all eligibility requirements outlined in this solicitation.

Priorities

Apprenticeship Minnesota supports approximately 12,000 active registered apprentices and more than 150 registered apprenticeship programs. However, there have been very few apprenticeship preparation programs focusing on currently incarcerated individuals in Minnesota correctional facilities. This grant seeks to support initiating a quality apprenticeship preparation program that can equip incarcerated individuals with the skills and readiness needed to enroll in a RAP after release, enter the workforce and earn a family-sustaining wage.

The grant will serve:

- Currently incarcerated individuals in Minnesota correctional facilities, preferably those with an anticipated release date within one to two years, who are interested in enrolling in a building and construction trades apprenticeship preparation program and enrolling in a RAP following release.

Grant outcomes will include:

- Developing a fully functioning apprenticeship preparation program in building and construction trades.
- Developing the curriculum, activities and implementation plan for the apprenticeship preparation program.
- Housing the pilot apprenticeship preparation program at a Minnesota correctional facility.
- Serving at least 20 currently incarcerated individuals in a Minnesota correctional facility, ensuring they successfully complete an apprenticeship preparation program delivered in two cohorts of 10.
- Ensuring that apprenticeship preparation participants will have a direct pathway to enrollment into RAPs following their release.

Applicants can achieve desired outcomes through a variety of activities. Eligible expenses may include, but are not limited to:

- **Apprenticeship preparation program development:** Personnel costs related to developing the curriculum including classroom training, and other materials and adaptation to a Minnesota correctional facility setting.
- **Apprenticeship preparation implementation:** Personnel costs related to instructors (faculty) time and support staff time at the correctional facility.
- **Supplies:** Classroom tools, materials, safety equipment and technology (e.g., computers, etc.).
- **Miscellaneous:** Transportation, insurance and indirect costs.
- **Sustainability planning:** Developing strategies for long-term program maintenance and growth.

Collaboration

Applicants may only apply as a stand-alone organization. Multi-organizational partnerships are not eligible for this funding. However, to successfully implement the program, the organizations might need to coordinate with the Minnesota Department of Corrections and ensure they are facing no administrative barrier. A letter of commitment from a Minnesota correctional facility for implementation of the program is required.

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 Corrections Apprenticeship Preparation Program Grant has the following weighted criteria:

Table three scoring criteria

Scoring factor	Scoring criteria	Total points possible
Grant program overview	Provide a clear summary of the building and construction trades apprenticeship preparation program. What are the primary grant activities and what will the grant proposal accomplish?	15
Program activities and services	<p>Describe in detail the steps you will take to develop a building and construction trades apprenticeship preparation program. What tasks will be completed during program development? Who will be responsible for these tasks?</p> <p>Outline your strategy for engaging with a Minnesota correctional facility and how you will recruit and train at least 20 incarcerated individuals. Describe how you have or will build the internal capacity to manage the program. Will you hire or train staff? What systems will you implement for program administration?</p> <p>Describe how you will ensure that apprenticeship preparation participants will have a direct pathway to enrollment into RAPs following their release.</p> <p>Program activities must sufficiently demonstrate an ability to support program participants in preparing for and enrolling in a RAP after release.</p>	20
Work plan	<p>Include a realistic timeline for major program activities, resources, partner roles and grant outcomes.</p> <p>All activities must be completed and outcomes achieved by June, 30 2027.</p> <p>Complete the workplan template included in the application. Include a realistic timeline for major program activities, resources, roles and grant outcomes. Program outcomes and workplan activities should be aligned.</p>	25
Outcomes	Detail the number and type of products and materials that will be developed/created and the anticipated number of participants benefiting from program activities.	25
Organizational ability	Provided evidence of organizational, programmatic, administrative and fiscal capacity to successfully conduct and administer grant programming.	15

Scoring factor	Scoring criteria	Total points possible
	<p>Provided previous grant experience to demonstrate that they have performed similar duties.</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>	
Budget and budget narrative	<p>Provide a listing of budgeted line-items that are within the allowable expense category and any mandated limitations.</p> <p>Propose a budget that is appropriate for anticipated uses.</p> <p>Provide a budget narrative with a detailed account for 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 at [on the grant webpage](#). Please submit questions no later than 4:30 p.m. CDT on April 6, 2026.

RFP Part 2: Submission

Applications must be received no later than 4:30 p.m. CDT on April 13, 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 Corrections Apprenticeship Preparation Program 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: Capacity Responses
3. Exhibit B: Certification of Not-Suspended or Debarred
4. Exhibit C: Evidence of Good Standing
5. Exhibit D: Non-profit documents as applicable
6. Exhibit E: For-profit Disclosure, Certification and documents as applicable
7. Exhibit F: Certification of no conviction of a felony financial crimes in the last 10 years
8. A signed commitment letter from a Minnesota Department of Corrections facility (required)

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 and award notifications will be communicated by email to applicants.

Timeline

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

- March 23, 2026: RFP posted on the DLI website
- April 6, 2026: Questions due no later than 4:30 p.m. CDT
- April 13, 2026: Applications due no later than 4:30 p.m. CDT
- April 22, 2026: Committee begins review of applications
- April 30, 2026: Selected applicants undergo pre-award risk assessment
- May 15, 2026: Selected grantee announced; grant contract agreement negotiations begin
- June 01, 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 monthly progress update and technical assistance calls. Additionally, the grantee must submit quarterly reports, using templates provided by DLI. Example templates can be found [on the grant webpage](#) 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 anticipated monitoring schedule will be:

- Monitoring visit will take place in January 2027.
- Financial reconciliation will take place in January 2027.
- 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.

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.

DLI may consider requests for advance payments on a case-by-case basis.

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.
- **Nongovernmental entities**
Grantees that are nongovernmental entities must use these guidelines:
 - E. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
 - F. 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.
 - G. 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.
 - H. 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.
 - I. 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.
 - J. 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.
 - K. The grantee and any subrecipients must comply with prevailing wage rules per Minnesota Statutes §§177.41 through 177.50, as applicable.
 - L. 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

Corrections Apprenticeship Preparation Program Grant RFP

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: Project coordinator, \$31.25/hr x 80 hrs = \$2,500</p> <p>Example: Project 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: Paint brushes 20 x \$15 = \$300 [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>Uniforms, tools and safety equipment 20 sets @ \$20/set = \$400</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 minimums 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 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>

Budget categories	Examples of allowable expenditures
	Costs must be consistently charged as either programmatic or indirect costs and may not be double charged or inconsistently charged as both.
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:

- Pre-apprentice 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, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation 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: Capacity Responses
3. Exhibit B: Certification of Not-Suspended-Debarred
4. Exhibit C: Evidence of Good Standing
5. Exhibit D: Non-profit Documents as applicable
6. Exhibit E: For-profit Disclosure, Certification and Documents as applicable
7. Exhibit F: Certification of no conviction of felony financial crimes