



Health Sector Multi-Employer Registered Apprenticeship Program (RAP) Grant

Request for Proposal (RFP)

Minnesota Department of Labor and Industry
443 Lafayette Road North
St. Paul, MN 55155
dli.mn.gov/grants

Sept. 29, 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 \$250,000; maximum of \$125,000 per applicant.
Purpose	This grant is intended to support the design and development of new health sector multi-employer registered apprenticeship programs (RAPs) in Minnesota. These programs will establish a sustainable infrastructure that enables healthcare sector employers to efficiently participate in registered apprenticeship programs and cost-effectively address their workforce development needs.
Period of performance	Grant contracts may begin in December 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 seven months.
Application due date	Applications are due no later than 4:30 p.m. CDT on Oct. 21, 2026.
Questions	Questions may be submitted by phone or email. Questions and answers will be posted on Fridays, up to Oct. 16, on the grant webpage. Contact: Mahdi Surosh Email: mahdi.surosh@state.mn.us Phone: 651-284-5058 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.
Notification of award:	Applicant awards will be announced by late November or early December 2026.
Information session:	The session will take place virtually on Teams on Friday, Oct. 9, 2026, at 2:30 p.m. CDT. Register here in advance to attend.
All RFP and application documents can be found at	dli.mn.gov/business/workforce/health-sector-multi-employer-registered-apprenticeship-program-grant

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RFP Part 1: Overview

Grant overview

- Grant name: Health Sector Multi-Employer Registered Apprenticeship Program Grant
- Program website: dli.mn.gov/business/workforce/health-sector-multi-employer-registered-apprenticeship-program-grant
- Open for applications: Sept. 29, 2026
- Application due date: Oct. 21, 2026, 4:30 p.m. CDT

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 is intended to support the design and development of new health sector multi-employer registered apprenticeship programs in Minnesota. These programs will establish a sustainable infrastructure that enables healthcare sector employers to efficiently participate in registered apprenticeship programs and cost-effectively address their workforce development needs.

Funding availability

- Total amount of funds available is up to \$250,000.
- The maximum amount of funding that can be requested by any single applicant is \$125,000.
- DLI plans to award funding to approximately 1-2 applicants.

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.

To the extent possible, DLI will avoid offering partial awards. 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 an awarded organization is unable to expend the award or complete the grant execution, DLI reserves the right to reallocate awarded funds to other organizations who have demonstrated satisfactory grant performance and the ability to utilize additional funds.

Table two: Funding summary

Funding	Estimate
Estimated amount to grant	\$250,000
Estimated number of awards	1-2
Estimated award maximum	\$125,000

Match requirement

There is no match requirement for this grant.

Project dates

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

Funding is available through June 30, 2027. All grant-funded activities must be completed by this date, as no extensions will be approved.

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.

The Health Sector Multi-Employer Registered Apprenticeship Program Grant requests proposals from health-related employer or worker associations, and apprenticeship committees as defined in [Minnesota Statutes §178](#).

The grant program is for employer or worker associations, and apprenticeship committees in Minnesota that aim to support multiple employers within health sector. Prospective applicants must possess the organizational capacity and industry relationships necessary to develop, register, and sustain a multi-employer registered apprenticeship program in partnership with the DLI's Apprenticeship Division.

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. Be able to fully function and serve at least two to three employers in Minnesota by June 30, 2027;
4. be an eligible applicant.

Priorities

Apprenticeship Minnesota supports more than 12,200 active registered apprentices across more than 150 RAPs. Historically, however, apprenticeship opportunities have been concentrated in the construction and skilled trades, with limited participation in the health care sector.

This grant seeks to increase the number of health sector multi-employer RAPs by supporting the development of a more streamlined and sustainable apprenticeship infrastructure. The goal is to enable employers in the health care sector to more easily participate in RAPs and address their workforce development needs through high-quality registered apprenticeship opportunities.

The grant will serve:

- Health care sector employer or worker associations in Minnesota.
- Health sector employer associations and apprenticeship committees.

Grant outcomes will include:

- Health sector multi-employer RAPs are developed and registered with DLI.
- Health sector multi-employer RAPs provide apprenticeship opportunities in multiple occupations.
- Health sector multi-employer RAPs have a statewide or regional service area.
- Small, medium, and large sized employers across Minnesota in the health sector are signatory employers to the newly developed health sector multi-employer RAPs.
- Interested and eligible individuals in Minnesota can register in a new health sector multi-employer RAP.
- Grantees are expected to serve at least two to three employers in Minnesota by June 30, 2027. While the ability to register apprentices in Minnesota by June 30, 2027, is encouraged, it is not required. Grantees that do not demonstrate sufficient progress toward these required outcomes, or fail to meet them, may be at risk of grant termination.

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

- **Program development:** Personnel costs related to developing and registering a health sector multi-employer registered apprenticeship program in partnership with DLI.
- **Instruction and curriculum:** Developing or enhancing related instruction (RI), including classroom training, online learning modules and industry-recognized credentials.
- **Education partnerships:** Collaboration fees with higher education institutions, colleges/training center to deliver instruction.
- **Sponsor engagement:** Recruiting and supporting employers to participate in the RAP; providing technical assistance.
- **Staffing and capacity building:** Hiring or training staff to manage apprenticeship programs; building internal capacity.
- **Data and reporting systems:** Tracking enrollment, completions and employment outcomes.
- **Sustainability planning:** Developing strategies for long-term program maintenance and growth.
- **Outreach and recruitment:** Engaging potential apprentices; partnering with schools (higher education institutions or colleges), workforce agencies and community organizations.

Collaboration

Applicants may only apply as a stand-alone organization. Multi-organizational partnerships are not eligible for this funding.

Applicants must clearly identify in their application if they plan to have subrecipients. A subrecipient is a person or entity that may perform a portion of the work authorized under the grant or fulfills a portion of the grant objectives. A subrecipient is distinct from a contractor who provides goods or services for the grantee's benefit. DLI will assist applicants in determining if a subrecipient relationship exists.

If awarded, grantees must have a fully signed contract with any subrecipient before the subrecipient begins any work funded under the grant. Grantees will be responsible for monitoring subrecipients to ensure they use funds properly, meet performance requirements, and comply with all applicable laws and grant conditions. The grantee is ultimately responsible for meeting all grant obligations.

Selection criteria and weight

Funding will be allocated through a competitive process with review by a committee. The review committee will be reviewing 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.

Table three: Scoring criteria

Scoring factor	Scoring criteria	Total points possible
Grant program overview	Provide a summary of the health sector and occupations the registered apprenticeship program will include and the anticipated number of apprentices to be registered. What are the primary grant activities and what will the grant proposal accomplish?	10
Program activities and services	Describe the steps you will take to develop and register the health sector multi-employer registered apprenticeship program. What tasks will be completed during program development? Who will be responsible for these tasks? Outline your strategy for engaging employers as signatory partners. How many employers do you plan to recruit? What support will you provide to employers? Describe how you will build internal capacity to manage the program. Will you hire or train staff? What systems will you implement for program administration?	20

Scoring factor	Scoring criteria	Total points possible
Work plan	Complete the workplan template included in the application. Include a realistic timeline for major program activities, resources and grant outcomes. Programming outcomes and workplan activities should be aligned. Actions to ensure sustainability post-grant funding should be included in the workplan. All activities must be completed and outcomes achieved by June 30, 2027.	25
Outcomes	Expected outcomes of requested funds will include health sector multi-employer RAP(s) is/are developed and registered. Multi-employer RAPs provide apprenticeship opportunities in multiple occupations. Small, medium, and large-sized health sector employers are signatory employers to the newly developed multi-employer RAPs. Individuals in Minnesota register as apprentices in a new multi-employer RAP (<i>ideal but not required</i>). Grantees will be expected to be able to serve at least two to three employees in Minnesota by June 30, 2027. Be able to register apprentices in Minnesota by June 30, 2027 (<i>ideal but not required</i>). Provide the anticipated outcome metrics and explanation achieved each quarter.	25
Program Sustainability and Organizational Ability	Describe the resources, processes and methods the program will use to ensure institutional capacity to support the program in the long term, demonstrating a strong potential to continue program activities without grant funding and scaling. Provide evidence of organizational, programmatic, administrative and fiscal capacity to successfully conduct and administer grant programming. Provide previous grant experience to demonstrate that they have performed similar duties. Include information as to whether or not there have been recent changes in leadership or financial management systems in the last three years.	20
Budget and budget narrative	Provide a list of budgeted line-items that are within the allowable expense category and any mandated limitations. Propose a budget that is appropriate for anticipated use.	Required but not scored.

Scoring factor	Scoring criteria	Total points possible
	Provide a budget narrative with a detailed account for proposed expenditures.	
	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 five business days of receipt on the [grant webpage](#). Submit questions no later than 4:30 p.m. CDT on Oct. 16, 2026.

All prospective applicants are encouraged to attend an informational webinar, which will be held via Microsoft Teams, on Oct. 9, 2026, at 2:30 p.m. CDT. [Register here](#) for the webinar.

RFP Part 2: Submission

Applications must be received no later than 4:30 p.m. CDT on Oct. 21, 2026. Late applications will not be accepted. All applicants will receive confirmation of receipt email from DLI staff. If you do not receive this confirmation, contact us at the email address below.

Email to: Mahdi Surosh at mahdi.surosh@state.mn.us

Application content

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

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: Nonprofit Documents as Applicable**
6. **Exhibit E: For-profit Disclosure, Certification and Documents as Applicable**
7. **Exhibit F: Certification of No Conviction of Felony or Crimes in the last 10 years**
8. **Signed Commitment Letters from Employers**

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 based on review committee recommendations, along with pre-award risk assessment results including an applicant's past performance as a recipient of state grant funds. Award notification will be communicated by email to applicants.

Timeline

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

- Sept. 29, 2026: RFP posted on the DLI website
- Oct. 9, 2026: Virtual information session on Teams at 2:30 p.m. CDT. ([Register here for the session](#))
- Oct. 16, 2026: Questions due no later than 4:30 p.m. CDT
- Oct. 21, 2026: Applications due no later than 4:30 p.m. CDT
- Oct. 27, 2026: Committee begins review of applications
- Nov. 5, 2026: Selected applicants undergo pre-award risk assessment
- Nov. 12, 2026: Selected grantees announced; grant contract agreement negotiations begin
- Dec. 1, 2026: Work plans approved 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 after the evaluation process is completed. For the purposes of this grant, data will be considered public when all 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 after the evaluation process is completed. For the purposes of this grant, data will be considered public when all 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 Statute §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 every other month progress update and technical assistance calls. Additionally, the grantee must submit quarterly reports, using templates provided by DLI. Example templates will be provided after the selected grantees are announced and may 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 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 visits or financial reconciliations during the performance period.

The monitoring schedule is anticipated to be:

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

- The state may conduct additional monitoring or financial reconciliations during the performance period.

Grant payments

Per [state policy on grant payments](#), reimbursement is the preferred 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 issuing advance grant payments on a case-by-case basis, if grantees can meet the requirements per [2 CFR 200.305](#).

The invoicing and payment schedule will be:

- 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, such as school districts, must use these guidelines:

- Municipalities are required to comply with [Minnesota Statutes §471.345](#), Uniform Municipal Contracting Law.
- The grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- 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](#).
- 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, such as non-profit and for-profit organizations, 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 (3) 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 (2) 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 Administration, the state granting agency, the state auditor, the attorney 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 resources 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](#).

Eligible expenses

Eligible expenses include but may not be limited to:

Table four: Budget categories

Budget categories	Examples of allowable expenditures
Personnel	Employee wages and benefits directly related to grant program activities and reporting. Identify the position(s) funded by this grant, the hourly rate (wages plus fringe), number of hours billed to the grant, and the total. <i>Example: Project Coordinator, \$31.25 / hr x 80 hrs = \$2,500.00</i>
Travel	Grant related staff travel expenses. Breakout your travel expenses, where possible, and use the current federal mileage reimbursement rate, and follow the Nonrepresented Employee Compensation Plan for meal reimbursements. Expenses exceeding these guidelines will not be reimbursed. No out-of-state travel allowed. Minnesota will be considered the home state for determining whether travel is out of state. <i>Example: hotel for 2 nights at \$170 / night = \$340; mileage at .76-cents / mile x 700 miles = \$532; meal reimbursements at \$43 / day x 2 days = \$86</i>
Supplies and materials	Office and training materials and supplies directly supporting the health sector multi-employer registered apprenticeship program. Tools, supplies, materials and curricula expenses related to developing and upgrading training and instruction for the health sector multi-employer registered apprenticeship program. Breakout your supply expenses, where possible.

Budget categories	Examples of allowable expenditures
	<i>Example: work readiness materials \$50 / participant x 10 = \$500; apprenticeship hour tracking system x 1 = \$4,000</i>
Contractual	Vendor services necessary to provide grant program activities and services. Breakout your contractual expenses, where possible. Include contractor's business name, address and contact name. This could include individuals that are not employed by the entity receiving the grant or subrecipient entities. List which services each contractor(s) will be providing. <i>Example: Contractor: Jerry's Community Programming, 1527 Apprenticeship Avenue, Retention, MN 55062; Jerry Jangle, 612-652-5698, example.email@example.com; Service provided: Uniforms, tools and safety equipment 20 sets @ \$20/set = \$400</i>
Communications and Outreach	Communications and outreach; expenses related to recruiting for grant programs participants, signatory schools, and/or journeywork teachers. Breakout your outreach and communications expenses, where possible. <i>Example: \$200 for radio ads; \$1,000 for social media posts.</i>
Administrative Costs (limited to no more than 15% of the total budget)	Administrative costs are associated with carrying out administrative and general management functions. These functions may include accounting, budgeting, payroll, procurement, cash management, facilities, property management, insurance, audit, automated systems, maintenance, general legal, human resources, senior leadership, or any subcontract that is "administrative" in nature. There are two methods for recovering admin costs: direct and indirect; grantees must classify costs consistently and only in one category to avoid double-charging. Personnel and related non-personnel of staff who perform a portion of both administrative and programmatic services should have their time allocated between the two different cost types. Direct method: Breakout your administrative costs, where possible. <i>Example: Program director (program oversight and supervision): \$60 / hr x 10 hrs = \$6,000.</i> Indirect method: The grantee may elect to use one of the below options, indicate the rate used in the budget narrative section of the application:

Budget categories	Examples of allowable expenditures
	A. The grantee has an established federal indirect cost rate. Submit your Negotiated Indirect Cost Rate Agreement showing your approved federal rate. B. The grantee may use the de minimis rate of 15%. The grantee may apply the de minimis rate to the grantee's modified total direct costs. 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 more than \$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. Costs must be consistently charged as either programmatic or indirect costs and may not be double charged or inconsistently charged as both.
Total budget	The total budget, including administrative costs.

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.

Programmatic costs

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

Administrative costs

Administrative (admin) costs are associated with carrying out administrative and general management functions. These functions may include accounting, human resources, IT support, general office expenses, executive or supervisory personnel, senior leadership, budgeting, payroll, procurement, cash management, facilities, property management, insurance, audit, automated systems, maintenance, general legal, or any subcontract that is "administrative" in nature. There are two methods for recovering admin costs: direct and indirect; grantees must classify costs consistently and only in one category to avoid double-charging.

Direct admin costs are those costs that can be identified specifically with the objective of the grant; charges should be tracked individually through the grant accounting ledger and standard documentation maintained to support the charges.

Indirect admin costs benefit more than one objective and are not easily assignable to a specific objective; these costs are pooled and allocated using a rate. 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 minimis 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 and what costs it includes.

Pursuant to [Minnesota Statutes §16B.98, subd. 1](#), the grantee agrees to include necessary and reasonable administrative costs as a condition of this grant. No more than 15% of the total grant funds can be dedicated to administrative costs.

Supporting documentation

Standard 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 will be required to coordinate with their accounting staff to establish a grant specific general ledger within the grantee's accounting system. The accounting ledger must have a unique code or identifier so that all grant expenses are tracked and billed through that ledger in the accounting system. The grant ledger should provide an itemized list of all expenditures by date and by cost category. DLI will work with grantees who are unable to meet this requirement to establish acceptable grant accounting practices.

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:

- Direct funding to program participants or 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 (update if your program allows food with a limit)
- 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: 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