



Apprenticeship Preparation Programs for Individuals with Disabilities Grant

GRANT REQUEST FOR PROPOSAL (RFP)

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

des.culpitt@state.mn.us
dli.mn.gov/grants

Jan. 12, 2026

Updated Feb. 3, 2026

To obtain this information in a different format, call 651-284-5334.

Cover page

Table 1, RFP summary

Available funding	Up to \$185,000 is available. Maximum of \$75,000 per applicant.
Purpose	<p>This grant is intended to help apprenticeship preparation programs expand the services they offer to individuals with disabilities.</p> <p><i>Note: For the purposes of this grant, individuals with disabilities are defined as persons who meet the criteria established under the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973 (Sections 504 and 508), or other applicable federal or state laws. This includes individuals who: Have a physical or mental impairment that substantially limits one or more major life activities (such as walking, seeing, hearing, speaking, breathing, learning, or working); Have a record of such an impairment; or are regarded as having such an impairment, even if no substantial limitation exists.</i></p> <p><i>Grantee will need to obtain self-disclosure forms from grant participants. Self-disclosure forms will serve as record of impairment.</i></p>
Period of performance	Grant contracts may begin April 2026, or the date the contract is fully executed, whichever occurs later until June 30, 2027.
Application due date	Applications are due no later than 4:30 p.m. Central Daylight Time on Feb. 23, 2026.
Questions	<p>Questions may be submitted by phone or email.</p> <p>Questions and answers will be posted on Fridays, up to Jan. 23, 2026, at dli.mn.gov/business/workforce/apprenticeship-preparation-programs-individuals-disabilities-grant.</p> <p>Contact: Des Culpitt Email: des.culpitt@state.mn.us Phone: 651-284-5334</p> <p>If needed, our agency has access to Language Line, a free language translation service for limited-English speakers. Contact us and we will get in touch with an interpreter at 651-284-5005 or 800-342-5354.</p>
Webinar	All prospective applicants are encouraged to attend an information session Jan. 20, 2026, at 2 p.m. CDT. Register here .
Notification of award:	Applicant awards are anticipated to be announced in February 2026.

**All RFP and application
documents can be found at**

dli.mn.gov/business/workforce/apprenticeship-preparation-programs-individuals-disabilities-grant

Table of contents

Apprenticeship Preparation Programs for Individuals with Disabilities Grant	1
Cover page	2
Table of contents	4
RFP Part 1: Overview.....	6
Grant overview.....	6
Funding availability	6
Match requirement.....	7
Project dates	7
Eligibility	7
Priorities.....	7
Collaboration.....	8
Selection criteria and weight	8
Questions, technical assistance and information sessions	9
RFP Part 2: Submission.....	10
Application content.....	10
RFP Part 3: Application review process.....	10
Review process.....	10
Timeline.....	11
Conflicts of interest.....	11
Public data.....	11
RFP Part 4: Award requirements and grant management responsibilities	12
Pre-award risk assessment and financial review	12
Grant contract agreements.....	12
Accountability and reporting requirements	12
Grant monitoring	13
Grant payments	13
Authorized representatives	13
Contracting and bidding requirements.....	13
Audits	14
Grant provisions.....	15
Eligible expenses	15
Ineligible expenses	17
Affirmative action and nondiscrimination	18
Voter registration.....	18
Right of cancellation	18

Attachments.....	18
------------------	----

RFP Part 1: Overview

Grant overview

- Grant name: Apprenticeship Preparation Programs for Individuals with Disabilities Grant
- dli.mn.gov/business/workforce/apprenticeship-preparation-programs-individuals-disabilities-grant
- Open for applications: Jan. 12, 2026
- Application due date: Feb. 23, 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 intended to help apprenticeship preparation programs expand the services they offer to individuals with disabilities.

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](#) and are applicable to all state agencies.

Funding availability

- Up to \$185,000 is available for funding.
- The maximum amount of funding that can be requested by any single applicant is \$75,000.
- DLI plans to award funding to approximately 3-4 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 2, funding summary

Funding	Estimate
Estimated amount to grant	\$185,000
Estimated number of awards	3-4
Estimated award maximum	\$75,000

Match requirement

There is no match requirement for this grant.

Project dates

Estimated project dates are April 2026, or the date the contract is fully executed, whichever occurs later, until June 30, 2027.

Eligibility

Applicants must meet the minimum requirements 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 an organization that can demonstrate the ability to implement programming to support individuals with disabilities in Minnesota in preparing for and enrolling in a registered apprenticeship program. Eligible applicants must be organizations that are registered and in good standing with the Internal Revenue Service and Minnesota Secretary of State. Partnering with a registered apprenticeship program is required for applicants who are not registered apprenticeship programs.

Note: For the purposes of this grant, individuals with disabilities are defined as persons who meet the criteria established under the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973 (Sections 504 and 508), or other applicable federal or state laws. This includes individuals who: Have a physical or mental impairment that substantially limits one or more major life activities (such as walking, seeing, hearing, speaking, breathing, learning or working); Have a record of such an impairment; or are regarded as having such an impairment, even if no substantial limitation exists.

Awarded applicants will be required to obtain self-disclosure forms from grant participants. Self-disclosure forms will serve as record of impairment.

To be eligible for funding, applicants must:

- meet the application deadline;
- submit a complete application with supporting documents as appropriate;
- serve at least one program participant who has self-disclosed as being an individual with a disability; and
- be an eligible applicant.

Priorities

Apprenticeship Minnesota supports approximately 12,000 active registered apprentices and more than 150 registered apprenticeship programs. Among all active apprentices, people with disabilities make up less than 1% of all apprentices. This grant seeks to increase the number of individuals with disabilities in Minnesota who enroll in and complete registered apprenticeship programs.

The grant will serve:

- Individuals with disabilities in Minnesota interested in enrolling in and completing a registered apprenticeship program.

Grant outcomes will include:

Apprenticeship Preparation Programs for Individuals with Disabilities Grant

- Individuals with disabilities in Minnesota completing an apprenticeship preparation program.
- Individuals with disabilities in Minnesota enrolling in a registered apprenticeship program (RAP).
- Employers in Minnesota participating in educational sessions about supporting apprentices with disabilities.

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

- The facilitation of apprenticeship preparation program for individuals with disabilities in Minnesota.
- The delivery of educational sessions and training materials about employing individuals with disabilities for registered apprenticeship programs, unions and employers in Minnesota.
- The delivery of supportive services for individuals with disabilities in Minnesota who are participating in apprenticeship preparation programs or registered apprenticeship programs (e.g. uniforms, personalized protective equipment, modified tools, assistive technology, interpreters, etc.).
- The creation of marketing and outreach materials to recruit individuals with disabilities in Minnesota to participate in apprenticeship preparation programs or registered apprenticeship programs.

Collaboration

Applicants may only apply as a stand-alone organization. Multi-organizational partnerships are not eligible for this funding. However, partnering with a registered apprenticeship program is required for applicants who are not registered apprenticeship programs

Selection criteria and weight

The review committee will be reviewing each application 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 Apprenticeship Preparation Programs for Individuals with Disabilities grant program has the following weighted criteria:

Table 3, scoring criteria

Scoring factor	Scoring criteria	Total points possible
Program overview	Program activities expand opportunities for individuals with disabilities in Minnesota to enroll in and complete an apprenticeship preparation program with at least 30% of participants enrolling in a RAP upon completion.	15
Recruitment and retention	Program activities clearly articulate an outreach strategy to effectively recruit and retain eligible program participants in Minnesota. Program activities sufficiently demonstrate an ability to support program participants in preparing for and enrolling in a RAP in an accessible manner.	20

Scoring factor	Scoring criteria	Total points possible
Work plan	Includes a realistic timeline for major program activities, resources, partner roles, and grant outcomes.	20
Outcomes	<p>Provides quantitative measures for grant program activities and services and a process for how data will be collected.</p> <p>Details an estimated number and type of products or materials that will be created and the anticipated number of participants benefitting from program activities.</p> <p>The measures are sufficient to demonstrate expanded access to apprenticeship preparation programs and registered apprenticeship programs for individuals with disabilities in Minnesota.</p>	25
Organizational ability	<p>Provides evidence of organizational, programmatic, administrative and fiscal capacity to successfully conduct and administer grant programming.</p> <p>Provides previous grant experience to demonstrate performance of similar duties.</p> <p>Includes information as to whether or not there have been recent changes in leadership or financial management systems in the last three years.</p>	20
Budget and budget narrative	Provided a budget narrative with a detailed account for proposed expenditures.	Not Scored
Total score available		100

Questions, technical assistance and information sessions

All questions regarding this RFP must be submitted by email to des.culpitt@state.mn.us or by phone to 651-284-5334.

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

Questions and answers will be posted within 5 days of receipt at dli.mn.gov/business/workforce/apprenticeship-preparation-programs-individuals-disabilities-grant. Please submit questions no later than 4:30 p.m. CDT on Jan. 23, 2026.

All prospective applicants are encouraged to attend an information session. Information session will be held on Jan. 20, 2026, at 2 p.m. CDT. [Register here](#).

RFP Part 2: Submission

Applications must be received no later than 4:30 p.m. Central Daylight Time on Feb. 23, 2026. The applicant will incur all costs associated with applying to this RFP. **Late applications will not be accepted.**

Email to: Des Culpitt

Email: des.culpitt@state.mn.us

Application content

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

- Application form
- Exhibit A: Capacity responses
- Exhibit B: Certification that the entity is not suspended or debarred by the state of Minnesota or the federal government
- Exhibit C: Evidence of good standing
- Exhibit D: Non-profit grantee (as applicable)
- Exhibit E: For-profit grantee (as applicable)
- Exhibit F: Certification that no current principals have been convicted of a felony financial crime in the last 10 years
- Letter of commitment for each RAP listed in the application (as applicable)

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:

Jan. 12, 2026: RFP posted on the DLI web site

Jan. 23, 2026: Questions due no later than 4:30 p.m. CDT

Feb. 23, 2026: Applications due no later than 4:30 p.m. CDT

Mar. 6, 2026: Committee begins review of applications

Mar. 20, 2026: Selected applicants undergo pre-award risk assessment

Mar. 27, 2026: Selected grantees announced; grant contract agreement negotiations begin

Apr. 10, 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 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 Statute §16B.981](#) and [OGM Policy 08-06: Pre-award 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 updates and technical assistance calls. Additionally, the grantee must submit quarterly reports, using templates provided by DLI. Example templates can be found here dli.mn.gov/business/workforce/apprenticeship-preparation-programs-individuals-disabilities-grant and include the following:

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

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 monitoring schedule is anticipated to be:

- Monitoring visit will take place November 2026.
- Financial reconciliation will take place in November 2026.

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 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 advance 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 on a quarterly basis or as indicated in the accountability and reporting requirements section above.

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

- **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 Subdivision 8](#), the grantee's books, records, documents and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the commissioner of 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 Policies, Statutes, and Forms/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 4, budget categories

Budget categories	Examples of allowable expenditures
Grant-funded personnel	<p>Employee wages and benefits directly related to grant program activities and reporting.</p> <p>Please identify the positions(s) funded by this grant, the total 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 Commissioner's Plan as applicable for meal reimbursement and lodging.</p> <p>Example: hotel for 2 nights at \$170/night = \$340; mileage at .70-cents/mile x 700 miles = \$490; meal reimbursements at \$43/day x2 days = \$86</p>
Supplies and materials	Office and training materials and supplies directly supporting grant activities.

Budget categories	Examples of allowable expenditures
	<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: \$500 for five OSHA10 certifications</i></p>
Contractual	<p>Vendor services necessary to provide grant program activities and services.</p> <p>Breakout your contractual expenses, where possible.</p> <p><i>Example: \$200 for radio ads; \$1,000 for social media posts</i></p>
Supportive services	<p>Supportive services necessary for individuals with disabilities in Minnesota to fully participate in apprenticeship preparation programming.</p> <p>Breakout expenses by type of supportive service, where possible.</p> <p><i>Example: \$250 for work boots</i></p>
Total programmatic costs	The sum of all the above categories; exclude indirect costs.
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.

*It is the responsibility of grantees to assure that the same support services are not also being paid through other funding sources.

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, supportive services 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 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.

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:

- Direct funding to program participants
- 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

- Application form
- Exhibit A: Capacity responses
- Exhibit B: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government
- Exhibit C: Evidence of good standing
- Exhibit D: Non-profit grantee (as applicable)
- Exhibit E: For-profit grantee (as applicable)
- Exhibit F: Certification that no current principals have been convicted of a felony financial crime in the last 10 years
- Letter of commitment for each RAP listed in the application (as applicable)