

Multi-Employer Registered Apprenticeship Program Grant Request for Proposal (RFP)

Minnesota Department of Labor and Industry (DLI)
443 Lafayette Road North
Saint Paul, MN 55155
[Grants | Minnesota Department of Labor and Industry](https://dli.mn.gov/grants) (dli.mn.gov/grants)

Jan. 23, 2026

Updated: Jan. 28, 2026

To obtain this information in a different format, call: 651-284-5090.

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.

Cover page

Estimated available funding: Approximately \$256,000. Maximum of \$150,000 per applicant.

Purpose: This grant is intended to support the design of new multi-employer, sector-specific, registered apprenticeship programs (RAPs) across targeted industries, including information technology, manufacturing, health care, hospitality and the public sector. These new RAPs will provide a sustainable infrastructure for small and medium-sized employers to more easily connect to a RAP and to cost-effectively meet their workforce needs.

Period of performance: Grant contracts may begin May 1, 2026, or the date the contract is fully executed, whichever occurs later. Funding for grant contracts is available until April 30, 2028. The term of the grant period is anticipated to be 24 months.

Application due date: Applications are due no later than 4:30 p.m. Central Standard Time on Feb. 27, 2026.

Questions: Questions may be submitted by phone or email.

Questions and answers will be posted on Fridays, up to Feb. 13, 2026, at <https://www.dli.mn.gov/business/workforce/multi-employer-registered-apprenticeship-program-grant>.

Contact: Des Culpitt

Email: des.culpitt@state.mn.us

Phone: 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.

Webinar: Informational webinar will be Jan. 28, 2026, at 2 p.m. CST. [Register here for the webinar](#).

Notification of award: Applicant awards are anticipated to be announced in April 2026.

All RFP and application documents can be found at: <https://www.dli.mn.gov/business/workforce/multi-employer-registered-apprenticeship-program-grant>

Table of Contents

Multi-Employer Registered Apprenticeship Program Grant Request for Proposal (RFP)	1
Cover page	2
Table of Contents	3
RFP Part 1: Overview	5
Grant overview	5
Funding availability	5
Match requirement	6
Project dates	6
Eligibility	6
Priorities	6
Collaboration	7
Selection criteria and weight	7
Questions, technical assistance and information sessions	8
RFP Part 2: Submission	9
Application content	9
RFP Part 3: Application review process	9
Review process	9
Timeline	10
Conflicts of interest	10
Public data	10
RFP Part 4: Award requirements and grant management responsibilities	11
Pre-award risk assessment and financial review	11
Grant contract agreements	11
Accountability and reporting requirements	11
Grant monitoring	12
Grant payments	12
Authorized representatives	12
Contracting and bidding requirements	12
Audits	13
Grant provisions	14
Eligible expenses	14

Ineligible expenses 15
Affirmative action and nondiscrimination 16
Voter registration..... 16
Right of cancellation 16
Attachments..... 17

RFP Part 1: Overview

Grant overview

- Grant name: Multi-Employer Registered Apprenticeship Program Grant
- <https://www.dli.mn.gov/business/workforce/multi-employer-registered-apprenticeship-program-grant>
- Open for applications: Jan. 23, 2026
- Application due date: Feb. 27, 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 \$979,062 State Apprenticeship Expansion Formula Grant (Award # 25A60AP000157-01-00) that DLI received from the U.S. Department of Labor/Employment and Training Administration. The Multi-Employer Registered Apprenticeship Grant seek to provide funding to support identified employer associations in developing and registering new multi-employer registered apprenticeship programs. These registered programs will be designed to serve multiple employers across targeted industries: information technology, manufacturing, health care, hospitality and the public sector.

This grant is intended to support the design of new multi-employer, sector-specific, RAPs across targeted industries, including information technology, manufacturing, health care, hospitality, and the public sector. These new RAPs will provide a sustainable infrastructure for small and medium-sized employers to more easily connect to a RAP and to cost-effectively meet their workforce needs.

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 \$256,000 is available for funding.
- The maximum amount of funding that can be requested by any single applicant is \$150,000.
- DLI plans to award funding to approximately 2-4 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 been awarded Multi-Employer Registered Apprenticeship Program competitive grants funds, have demonstrated satisfactory grant performance and the ability to utilize additional funds.

Match requirement

There is no match requirement for this grant.

Project dates

Estimated project dates are May 1, 2026, or the date the contract is fully executed, whichever occurs later, until April 30, 2028. The term of the grant period is anticipated to be 24 months.

Funding is available through April 30, 2028. There is no option for an extension beyond April 30, 2028.

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.

The Multi-Employer Registered Apprenticeship Program Grant requests proposals from employer associations and apprenticeship committees as defined in [Minnesota Statute §178](#).

The grant program is for employer associations and apprenticeship committees in Minnesota that aim to support multiple employers within targeted industries, including information technology, manufacturing, health care, hospitality, and the public 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.

To be eligible for funding, applicants must:

- meet the application deadline.
- submit a complete application with supporting documents as appropriate.
- Be able to serve at least three employers in Minnesota by April 30, 2028;
- Be able to register at least six apprentices in Minnesota by April 30, 2028; and
- be an eligible applicant.

Priorities

Apprenticeship Minnesota currently supports approximately 150 RAP sponsors. However, small and mid-sized RAP sponsors, specifically in information technology, manufacturing, health care, hospitality and the public sector, have historically struggled to sustain single-employer RAPs over the long-term and frequently voluntarily de-register their programs within a few years. This grant seeks to increase the number of sector-specific, multi-employer RAPs in these

Multi-Employer Registered Apprenticeship Program Grant RFP

targeted industries to create a more streamlined and sustainable system for small and mid-sized employers to engage in RAPs to meet their workforce needs.

The grant will serve:

- Small and mid-sized employers in Minnesota.
- Employer associations and apprenticeship committees.
- Targeted industries, including information technology, manufacturing, health care, hospitality and the public sector.

Expected outcomes of requested funds will include:

- Multi-employer RAPs are developed and registered in targeted industries.
- Multi-employer RAPs provide apprenticeship opportunities in multiple occupations.
- Multi-Employer RAPs have a statewide or regional service area.
- Small and medium-sized employers across Minnesota in targeted industries are signatory employers to the newly developed multi-employer RAPs.
- Individuals in Minnesota register in a new multi-employer RAP.
- Grantees will be expected to be able to serve at least two employers in Minnesota by April 30, 2028, and be able to register at least four apprentices in Minnesota by April 30, 2028. Grantees unable to demonstrate progress towards these required outcomes, or meet these required outcomes, 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 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 colleges/training center to deliver instruction.
- **Sponsor engagement:** Recruiting and supporting employers to participate in RAP; providing technical assistance.
- **Outreach and recruitment:** Engaging potential apprentices; partnering with schools, workforce agencies and community organizations.
- **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.

Collaboration

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

Selection criteria and weight

The 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 Multi-Employer Registered Apprenticeship Program grant program has the following weighted criteria:

Grant program overview: Provide a summary of the industry and occupations the registered apprenticeship program will serve and the anticipated number of apprentices to be registered. What are the primary grant activities and what will the grant proposal accomplish? (Total points 5)

Program activities and services: Describe the steps you will take to develop and register the Multi-Employer Apprenticeship Program. What tasks will be completed during program development? Who will be responsible for these tasks? Outline your strategy for engaging employers and making them 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? (Total points 15)

Work plan: Complete the workplan template included in the application. Include a realistic timeline for major program activities, resources, and grant outcomes Program outcomes and workplan activities should be aligned. Actions to ensure sustainability post-grant funding should be included in the workplan. (Total points 30)

Outcomes: Expected outcomes of requested funds will include Multi-Employer RAPs are developed and registered in targeted industries. Multi-Employer RAPs provide apprenticeship opportunities in multiple occupations. Small and medium-sized employers in targeted industries are signatory employers to the newly developed Multi-Employer Raps. Individuals in Minnesota register in a new Multi-Employer RAP. grantees will be expected to be able to serve at least three employees in Minnesota by April 30, 2028, and be able to register at least six apprentices in Minnesota by April 30, 2028. Grantees unable to demonstrate progress towards these required outcomes, or meet these required outcomes, may be at risk of grant termination. Provide the anticipated outcome metrics achieved each quarter. (Total points 25)

Alignment with workforce needs: What industry or sector does your proposed program serve, and why is it considered high demand in Minnesota, statewide or in the region? How will your program connect apprentices to in-demand careers within the targeted industry? Describe pathways, credentials, and job placement strategies. (Total points 10)

Program sustainability: 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. (Total points 15)

Budget and budget narrative: Propose a budget that is appropriate for anticipated uses. Provided a budget narrative with a detailed account of proposed expenditures. (Unscored, required)

Questions, technical assistance and information sessions

All questions regarding this RFP must be submitted by email to Des.Culpitt@state.mn.us.

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 seven days of receipt at <https://www.dli.mn.gov/business/workforce/multi-employer-registered-apprenticeship-program-grant>. Please submit questions no later than 4:30 p.m. CST on Feb. 13, 2026.

All prospective applicants are encouraged to attend an informational webinar Jan. 28, 2026, at 2 p.m. CST. [Register here for the webinar.](#)

RFP Part 2: Submission

Applications must be received no later than 4:30 p.m. CST on Feb. 27, 2026. Late applications will not be accepted. All applicants will receive a confirmation of receipt email from DLI staff. If you do not receive this confirmation, please contact us at the email address below.

Email to: Des Culpitt

Email: Des.Culpitt@state.mn.us

Phone: 651-284-5334

Application content

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

- Application Form
- Exhibit A: Capacity Responses
- Exhibit B: Certification of Not Suspended-Debarred
- Exhibit C: Evidence of Good Standing
- Exhibit D: Non-profit Documents as applicable
- Exhibit E: For-profit Disclosure, Certification and Documents as applicable
- Exhibit F: Certification of no conviction of felony financial crimes
- 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 representing apprenticeship specialists, program administration specialists and apprenticeship compliance specialists. 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 and pre-award risk assessments, and award notification will be sent by email to applicants.

Timeline

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

- Jan. 23, 2026: RFP posted on the DLI web site
- Feb. 13, 2026: Questions due no later than 4:30 p.m. CST
- Feb. 27, 2026: Applications due no later than 4:30 p.m. CST
- March 9, 2026: Committee begins review of applications
- April 6, 2026: Selected applicants undergo pre-award risk assessment
- April 20, 2026: Selected grantees announced; grant contract agreement negotiations begin
- May 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 grantees 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: 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 can be found here <https://www.dli.mn.gov/business/workforce/multi-employer-registered-apprenticeship-program-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

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 monitoring schedule will be:

- Monitoring visit will take place April 2027.
- Financial reconciliation will take place April 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 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.

The invoicing and payment schedule will be as follows:

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

Authorized representatives

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

Contracting and bidding requirements

A. Municipalities

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

- A. Municipalities are required to comply with [Minnesota Statutes §471.345](#), Uniform Municipal Contracting Law.

- B. The grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- C. Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the state of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).
- D. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

B. Nongovernmental entities

Grantees that are nongovernmental entities must use these guidelines:

- A. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- B. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (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 Subdivision 8](#), the grantee’s books, records, documents and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the commissioner of the Minnesota Department of Administration, the 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:

Grant-funded personnel: Employee wages and benefits directly related to grant program activities and programmatic reporting. 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..

Example: Project Coordinator, \$31.25 / hr x 80 hrs = \$2,500.00

Travel: Grant-related staff travel expenses (lodging, meals, parking, tolls and transportation).

Please breakout your travel expenses, where possible, and use the federal mileage reimbursement rate. All other travel expenses – meals, hotels, airfare, etc. - will be reimbursed per the guidelines stipulated in [Chapter 15 of the Commissioner's Plan](#). Expenses exceeding these guidelines will not be reimbursed.

Example: hotel for 2 nights at \$170 / night = \$340; mileage at .725-cents / mile x 700 miles = \$507.50; meal reimbursement at \$50 / day x 2 days = \$100

Supplies and materials: Office and training materials and supplies directly supporting the Multi-Employer Apprenticeship Program. Tools, supplies, materials and curricula expenses related to developing and upgrading training and instruction for the Multi-Employer Apprenticeship Preparation program.

Please breakout your supply expenses, where possible.

Example: work readiness materials \$50 / participant x 10 = \$500; apprenticeship hour tracking system x 1 = \$4,000

Contractual services: Vendor services necessary to provide grant program activities and services. Please breakout your contractual expenses, where possible. Include contractor's business name, address and contact name. List which services each contractor(s) will be providing.

*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 @ @20.00/set = \$400.00*

Marketing: Communications and outreach; expenses related to recruiting for grant programs participants, signatory schools, and/or journeywork teachers. Please breakout your marketing expenses, where possible.

Example: \$200 for radio ads; \$1000 for social media posts.

Indirect costs: The grantee may elect to use one of the below options, indicate the rate used in the budget narrative section of the application:

- A. The grantee has an established federal indirect cost rate. Please 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.

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 and supporting documentation must be maintained.

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 general 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:

- Apprenticeship 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 travel. 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 regarding 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 in its best interest. The state reserves the right to negotiate modifications to the application or to reject all applications received because of this RFP. The state does not intend to award a grant contract agreement solely because of any response made to this request or pay for information solicited or obtained.

Attachments

- Application Form
- Exhibit A: Capacity Responses
- Exhibit B: Certification of Not Suspended-Debarred
- Exhibit C: Evidence of Good Standing
- Exhibit D: Non-profit Documents as applicable
- Exhibit E: For-profit Disclosure, Certification and Documents as applicable
- Exhibit F: Certification of no conviction of felony financial crimes
- Signed commitment letters from employers