DEPARTMENT OF LABOR AND INDUSTRY

Registered Teacher Apprenticeship Program (RTAP) Occupation Development Grant

Request for proposal (RFP)

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

Nov. 2, 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.

RFP summary table

This RFP summary table provides a high-level overview of the grant program and funding opportunity. Applicants should review the full RFP before submitting an application.

Table one: RFP summary

Item	Details	RFP page number
Overview: grant description and purpose	This grant is intended to support the design, development, and registration of new occupations for registered teacher apprenticeship programs (RTAPs) in Minnesota.	8
Eligible applicants	Postsecondary institutions (colleges and universities) in Minnesota that can support the design and development of new occupations for RTAPs in Minnesota.	9
Eligible/ineligible expenses	Examples of eligible expenses: • Program development: Personnel costs associated with designing and developing a new occupation(s). • Education partnerships: Collaboration fees partnering with higher educational institutions. • Partner engagement: Recruiting and supporting employers to participate in the new occupation(s) within RTAPs. • Capacity building: Providing training and support to RTAP staff. • Sustainability planning: Developing strategies and plans to support long-term sustainability, maintenance, and growth. Example of ineligible expenses: • 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 • Food, beverages, party supplies • No expenses submitted for reimbursement can be double funded using other sources The Minnesota Department of Labor and Industry (DLI) reserves the right to offset overpayments and disallowances by reducing a subsequent cash payment or requiring repayment of costs.	10 and 21
Available funding	Up to $150,000; maximum of $150,000 per applicant. There is no match requirement for this grant.	8

Item	Details	RFP page number
	A pre-award risk assessment is required for grants of $50,000 or more, or for any dollar amount if federal funds are used.	
Period of performance	Funds may not be spent before the grant contract is executed. The term of the initial grant period is **anticipated** to be from Jan. 1, 2027, through June 30, 2027, or six months.	9
Application timeline	RFP open from Nov. 2, 2026. Question and answer period is from Nov. 2, 2026 through Nov. 16, 2026. All materials are due by 4:30 p.m. Central Time on Nov. 24, 2026.	14
Notification of award	Applicant awards are anticipated to be announced by Dec. 11, 2026.	14
All RFP and application documents can be found at	dli.mn.gov/business/workforce/registered-teacher-apprenticeship-program-occupation-development-grant	13
Questions, technical assistance, contact information	Submit questions to Mahdi Surosh to mahdi.surosh@state.mn.us by 4:30 p.m. Central Time on Nov. 16, 2026. Questions and answers will be posted on Mondays, up to Nov. 16, 2026, at dli.mn.gov/business/workforce/registered-teacher-apprenticeship-program-occupation-development-grant. An information session will take place virtually on Teams on Friday, Nov. 6, 2026, at 1:30 p.m. Central Time. Register here in advance to attend. 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.	14
Grant implementation requirements	A summary of the key requirements during grant life cycle implementation is provided below. You can also access the Office of Grants Management (OGM) policies via the following link: mn.gov/grants/grants-management/policies/. **Prior to award** Agencies manage conflicts of interest and may require applicants to confirm their policies.	15

Item	Details	RFP page number
	All applications will be reviewed by a review committee based on the scoring criteria. Risk assessments are required for grants of $50,000 or more, or any grant of any amount using federal funds. **Active award/implementation** **Payments:** Grant payments are reimbursements based on eligible expenses. Payments are made through the state's accounting system SWIFT. **Monitoring:** Grants of $50,000 - $249,999 require monitoring at least once during the grant period. **Financial reconciliation:** Grants of $50,000+ require at least one financial reconciliation to be completed during the grant period. This activity could be combined and take place concurrently with the monitoring requirements described above. **Reporting:** All grants include reporting requirements detailed in the RFP. **Post-award** Agencies complete performance evaluations for all grantees within 60 days of completion of all grant activities. Evaluations cover completion of activities, achievement of outcomes, compliance, and timeliness. Evaluations for grants over $25,000 are posted publicly; grantees may submit responses to the agency.	

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RFP part one: Overview

Grant overview

- Grant name: Registered Teacher Apprenticeship Program (RTAP) Occupation Development Grant
- Program website: dli.mn.gov/business/workforce/registered-teacher-apprenticeship-program-occupation-development-grant
- Open for applications: Nov. 2, 2026
- Application due date: Nov. 24, 2026, 4:30 p.m. Central Time

DLI's 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, development, and registration of new occupations for registered teacher apprenticeship programs (RTAPs) in Minnesota. Through this work, institutions will develop all the necessary components and requirements for new occupations, including, but not limited to, structured on-the-job learning, robust mentorship, integrated education, credentialing, progressive wages, quality monitoring, sustainable funding, and compliance. These efforts will help ensure that the new occupations are high-quality, cost-effective, scalable, impactful, and responsive to workforce and educational needs.

Funding availability

- Total amount of funds available is up to $150,000.
- The maximum amount of funding that can be requested by any single applicant is $150,000.
- 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 to ensure more areas and communities of the state can benefit from these services. 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	$150,000
Estimated number of awards	1-2
Estimated award maximum	$150,000

Match requirement

There is no match requirement for this grant.

Project dates

Estimated project dates are Jan. 1, 2027, 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 six 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 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 Registered Teacher Apprenticeship Occupation Development Grant requests proposals from postsecondary institutions (colleges and universities) in Minnesota to support the design and development of new occupations for RTAPs in Minnesota.

Prospective applicants must possess the organizational capacity and industry relationships necessary to design, develop, and register new occupations for RTAPs in partnership and compliance with DLI's Apprenticeship Division and the Minnesota Professional Educator Licensing and Standards Board (PELSB).

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

1. meet the application deadline;
2. submit a complete application;
3. provide a letter of commitment from an RTAP sponsor;
4. demonstrate the capacity to complete and register the new occupation(s) by June 30, 2027;
5. be an eligible applicant.

Priorities

Apprenticeship Minnesota supports more than 12,200 active registered apprentices across more than 150 RAPs including RTAPs. Historically, however, apprenticeship opportunities have been concentrated in the construction and skilled trades, with limited participation in other occupational areas.

This grant seeks to create additional career pathways and licensure opportunities within K-12 education, which is an important goal of Apprenticeship Minnesota. In particular, the grant will support the development of high-quality new occupations within RTAPs. Through these opportunities, individuals who have historically faced barriers to employment will have additional pathways to train for in-demand occupations that provide family-sustaining wages and benefits, as well as opportunities for skill development and career advancement.

This grant will serve:

- RTAP sponsors
- School districts who are/will be RTAP participating employers
- Prospective RTAP apprentices

Grant outcomes will include:

- All necessary components and requirements for a new occupation(s) within RTAPs, including, but not limited to, structured on-the-job learning, robust mentorship, integrated education, credentialing, progressive wages, quality monitoring, sustainable funding, and compliance, are designed and developed.
- The new RTAP occupation(s) is/are registered and approved by DLI and submitted to or approved by Minnesota Professional Educator Licensing and Standards Board (PELSB) and included among registered occupations for one or more RTAP sponsors.
- Interested and eligible individuals in Minnesota have the opportunity to register in the new occupation.
- By June 30, 2027, grantees are expected to serve at least one to two RTAP sponsors in Minnesota. Although it is preferred that participating sponsors enroll students or apprentices in Minnesota by June 30, 2027, enrollment by that date is not a requirement.

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 associated with designing and developing new occupations for RTAPs in partnership with DLI and PELSB.
- **Education partnerships:** Collaboration fees or other allowable costs associated with partnering with higher educational institutions, as applicable.
- **Partner engagement:** Recruiting and supporting employers to participate in the new occupation(s) within RTAPs and providing technical assistance to RTAP sponsors.
- **Capacity building:** Providing training and support to RTAP staff to build their capacity to implement and manage the new occupation(s) within apprenticeship programs.
- **Sustainability planning:** Developing strategies and plans to support the long-term sustainability, maintenance and growth of the new occupation(s) and associated apprenticeship programs.

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 program 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 grantees 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 how the Registered Teacher Apprenticeship Occupation Development Grant will be implemented, including a description of the anticipated new occupation(s). Describe the primary grant activities and explain what the proposed project is expected to accomplish.	10
Program activities and services	Describe the steps you will take to design, develop and register the new occupation(s) for RTAPs. What tasks will be completed during program development? Who will be responsible for these tasks? Outline your strategy for engaging with DLI and PELSB. How will you engage with RTAP sponsors? How many sponsors do you plan to engage? What support will you provide to RTAPs? Describe how you will build RTAPs internal capacity to operationalize the new occupation(s). What systems will you implement for program administration?	20
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.	25

Scoring factor	Scoring criteria	Total points possible
	All activities must be completed and outcomes achieved by June 30, 2027.	
Outcomes	Expected outcomes of the requested funds include the design and development of all necessary components and requirements for a new occupation(s) within RTAPs, including, but not limited to, structured on-the-job learning, robust mentorship, integrated education, credentialing, progressive wages, quality monitoring, sustainable funding, and compliance. Additional expected outcomes include: • The new RTAP occupation(s) must be registered and approved by DLI and submitted to or approved by PELSB. • Interested and eligible individuals in Minnesota have the opportunity to register in the new occupation(s). • Grantees serve at least one to two RTAP sponsors in Minnesota by June 30, 2027. While grantees are encouraged to register apprentices in Minnesota by June 30, 2027, apprentice registration by that date is not required. Applicants must provide anticipated outcome metrics and an explanation of how progress toward each outcome will be achieved and measured on a quarterly basis throughout the grant period. Quarterly metrics should demonstrate progress toward developing, approving, and implementing the new occupation(s) and engaging RTAP sponsors and other relevant partners.	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	Provided a listing of budgeted line-items that are within the allowable expense category and any mandated limitations.	Required but not scored.

Scoring factor	Scoring criteria	Total points possible
	Proposed a budget that is appropriate for anticipated use. Provided a budget narrative with a detailed account of proposed expenditures.	
	Total score available	**100**

The review criteria above 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.

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. Central Time on Nov. 16, 2026.

All prospective applicants are encouraged to attend an informational webinar, which will be held via Microsoft Teams, on Nov. 6, 2026, at 1:30 p.m. Central Time. Register here for the webinar.

RFP part two: Submission

Applications must be received no later than 4:30 p.m. Central Time on Nov. 24, 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
No paper submission will be accepted.

All applicants will receive a confirmation of receipt by email from DLI staff. If you do not receive this confirmation upon submitting your application, please contact us at the above email address.

Application content

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

1. **Application Form**
2. **Exhibit A: Performance Capacity**
3. **Exhibit B: Certification – Not suspended or debarred by the state of Minnesota or the federal government**
4. **Exhibit C: Evidence of Good Standing**
5. **Exhibit D: Required Nonprofit Grantee Documents as Applicable**
6. **Exhibit E: For-profit Required Documents, Lien Disclosure and Certification**
7. **Exhibit F: Certification — No conviction of Felony Financial Crime by a Principal**

8. **Signed Commitment Letter from at least one RTAP sponsor**

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 three: Application review process

Review process

Funding will be allocated through a competitive process with review by a committee. Executive branch granting agency staff will review Exhibits A-F for eligibility as applicable. The review committee will use the point scale provided above in Part 1, Selection Criteria and Weight section, 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 consideration of applicant's past performance as a grantee and award notification will be emailed to applicants.

Timeline

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

- Nov. 2, 2026: RFP posted on the DLI website
- Nov. 6, 2026: Virtual information session on Teams at 1:30 p.m. Central Time. (Register here for the session)
- Nov. 16, 2026: Questions due no later than 4:30 p.m. Central Time
- Nov. 24, 2026: Applications due no later than 4:30 p.m. Central Time
- Nov. 30, 2026: Committee begins review of applications
- Dec. 11, 2026: Selected applicants undergo pre-award risk assessment
- Dec. 16, 2026: Selected grantees announced; grant contract agreement negotiations begin
- Jan. 1, 2027: 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 Minn. Stat. § 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 state agency 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 Minn. Stat. § 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 four: Award requirements and grant management responsibilities

Pre-award risk assessment and financial review

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

Accountability and reporting requirements

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

The grantee must take part in monthly, every other month, and based on need 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
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 period. 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

Minn. Stat. § 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.
- DLI may conduct additional monitoring visits or financial reconciliations during the performance period.

The monitoring schedule is anticipated to be:

- Monitoring will take place in April or May 2027.
- Financial reconciliation will take place in April or May 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 will not be made on grants with past due progress reports unless an extension has been preapproved by DLI. Payments will be made through the state's SWIFT accounting system.

Conditions of payment: The state will issue payment for services actually performed and that meet all terms, conditions and specifications of the grant contract agreement. If the state disputes in good faith or raises questions regarding any portion of the amount owed to the grantee or if the state otherwise requires any adjustment to an invoiced amount, the state will notify grantee in writing of the nature and basis of the dispute or adjustment. The grantee will not receive payment for work that does not meet all terms, conditions and specifications of the contract or that was performed in violation of federal, state or local law. This includes the state temporarily withholding payments in accordance with Minn. Stat. § 15.013 subd. 7, when there is a credible allegation of fraud under investigation.

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 Minn. Stat. §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 contact information for the person(s) responsible for managing and overseeing the grant contract agreement. The grantee is required to keep the contact information current and provide a prompt response to public inquiries about the grant contract agreement.

Contracting and bidding requirements

Municipalities: Grantees that are political subdivisions or municipalities, such as school districts, must use these guidelines:

A. Municipalities are required to comply with Minn. Stat. §471.345, Uniform Municipal Contracting Law.

B. The grantee and any subrecipients must comply with prevailing wage rules per Minn. Stat. §§ 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.

Non-governmental entities: Grantees that are non-governmental 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 Minn. Stat. §§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.

Performance evaluation

Per Minn. Stat. § 16B.98, subd. 12, all grantees are subject to a performance evaluation. These evaluations include review of a grantee's completion of grant activities, fulfillment of intended outcomes, compliance with requirements of the grant contract agreement and timeliness. The evaluation requires an agency to highlight any concerns or termination of the grant contract agreement. For awards greater than $25,000, a grantee performance evaluation will be posted publicly at https://osp.admin.mn.gov/granteval/grant-eval-uploader as required by statute. Grantees may respond to the agency's evaluation and the response will be retained in the grant file.

Audits

Per Minn. Stat. § 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.

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. *Example: Project Coordinator, $31.25 / hr x 80 hrs = $2,500*
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. *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*
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. *Example: Contractor: Jerry's Community Programming, 1527 Apprenticeship Avenue, Retention, MN 55062; Jerry Jangle, 612-652-5698,* example.email@example.com; *Service provided: Curriculum and program review by a seasoned journey-worker 25 hours @ $40 per hours = $1,000*
Administrative Costs	Administrative costs cannot exceed 15% of the total grant budget, unless using a current federal negotiated indirect cost rate.

Budget categories	Examples of allowable expenditures
	Please provide a breakdown of direct administrative costs, where possible. 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. If using a current federal negotiated indirect cost rate, provide a copy of your federally negotiated indirect cost rate agreement. Grantees may also use the current federal de minimis rate applied to modified total direct costs. Specify the rate being used.
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, and contractual. These items should be included in the budget as specific budget line items and supporting documentation must be maintained.

Applicants must clearly identify in their budget if they plan to have subrecipients or make subawards. 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.

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, 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.

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

Indirect admin 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 their rate from 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 are included.

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.

Costs must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both.

Pursuant to Minn. Stat. §16B.98, subd. 1, the grantee agrees to include necessary and reasonable administrative costs as a condition of this grant.

Supporting documentation

Standard documentation of grant expenses includes, but is not limited to, that showing the costs occurred (payroll and time tracking 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
- 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 Minn. Stat. § 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 per 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

As applicable, the grantee will comply with Minn. Stat. §201.162 by providing voter registration services for its employees and for the public served by the grantee.

Right of cancellation and negotiation

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 any and all applications received as a result of this RFP. The state is not obligated to award a grant contract agreement solely on the basis of a submitted application.

Attachments

1. Application Form
2. Exhibit A: Performance Capacity
3. Exhibit B: Certification – Not suspended or debarred by the state of Minnesota or the federal government
4. Exhibit C: Evidence of Good Standing
5. Exhibit D: Required Nonprofit Grantee Documents as Applicable
6. Exhibit E: For-profit Required Documents, Lien Disclosure and Certification
7. Exhibit F: Certification — No conviction of Felony Financial Crime by a Principal