

Youth Skills Training Grant 2025 Request for Proposal

Available funding:	Up to \$1,500,000 is available for applications of up to \$100,000 per partnership
Purpose:	The Youth Skills Training (YST) program encourages, promotes, and supports the development of local partnerships between schools, employers, and community organizations that provide industry-related classroom instruction, safety training, industry-recognized credentials, and safe, healthy and meaningful paid work experiences to high school students aged 16 years and older in high-growth, high-demand, living wage occupations within the industries of advanced manufacturing, agriculture, automotive, healthcare, and information technology.
Period of performance:	July 1, 2025 or the date the contract is fully executed, whichever occurs later, until June 30, 2027
Application due date:	Applications are due no later than 11:59 p.m. CST, February 7, 2025 Submit applications by email to: yst.dli@state.mn.us Or by mail to: Minnesota Department of Labor and Industry Attn.: Jo Daggett, Youth Skills Training Program 443 Lafayette Road N., St. Paul, MN 55155
Questions:	Questions may be submitted by phone or email. Please submit questions no later than 4 p.m. Central Standard Time, January 30, 2025. Questions and answers will be posted each Friday, up to Friday, January 31, 2025 at https://www.dli.mn.gov/yst Contact: Jo Daggett, Jo.Daggett@state.mn.us , 651-284-5354 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.
Notification of award:	Applicant awards will be announced by April 21, 2025.
All RFP and application documents can be found at:	https://www.dli.mn.gov/yst

1. Name of grant program

Youth Skills Training Grant

2. Purpose of grant: background, objective, priorities, focus populations, and outcomes

Background

The Minnesota Department of Labor and Industry's (DLI) mission is to ensure Minnesota's work and living environments are equitable, healthy, and safe. The department serves employees, employers and the public by regulating buildings and workplaces through education and enforcement. DLI will advance equity by identifying disparities and creating systemic change to better serve and protect all Minnesotans.

The Youth Skills Training (YST) program encourages, promotes, and supports the development of local partnerships between schools, employers, and community organizations. These local partnerships provide students with industry exposure, related classroom instruction, safety training, industry-recognized credentials and paid work experience in the high-growth, in-demand occupations of advanced manufacturing, agriculture, automotive, healthcare, and information technology. [Minnesota Statute 175.46](#) enables DLI to award grants for the purposes of local partnerships for youth skills training programs that train student learners for careers in high-growth, high-demand occupations.

Objective

This grant program seeks to create, implement and expand YST programs throughout Minnesota. Successful applicants will demonstrate the ability to achieve program objectives through various means including outreach, education, training, and supportive services for students.

Priorities

Priority will be given to partnership applicants led by schools, where the school is listed as the grant applicant on the application. Priority will also be given to proposals who have not received YST grant funding in prior grant rounds. Additional priorities include programs with diverse student populations and student populations experiencing inequities and/or disparities, organizations whose leadership reflects diverse populations, demonstration of need for YST grant funding, and/or partnerships with a realistic plan to sustain the program after grant funding ends.

Focus populations

Students, employers, schools, and communities throughout Minnesota will be served by this grant. YST partnerships must at minimum include one school and one employer. This may include public, private, home and charter schools and employers in one or more of the five industries supported by the YST program. Tribal Nations, community organizations, non-profit organizations, workforce development agencies, and Chambers of Commerce, may also submit grant applications to create and implement YST programs. Post-secondary institutions may be included in YST partnerships.

Applicants are scored based on their ability to serve diverse populations and populations experiencing inequities or disparities including racial and ethnic communities. Diverse populations may include: People of color, Indigenous people, Native Americans, New Americans, people identifying as LGBTQIA+, people of varying disability status, low-income populations and populations represented by different geographic locations across Minnesota including both urban centers and Greater Minnesota. This is not an exhaustive list of diverse populations.

It is the policy of the State of Minnesota to ensure fairness, precision, equity, and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. The Minnesota Department of Administration's Office of Grants Management (OGM) [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. DLI promotes public-service-centered work, teamwork, collaboration, and building an inclusive environment with equitable systems – all priorities consistent with the YST program. DLI is committed to building a diverse and inclusive workplace to better serve Minnesotans.

Grant outcomes

Quantitative Outcomes

- Number of students participating in activities that provide industry exposure
- Number of students taking an industry-related class for high school credit
- Number of students earning an industry-recognized credential
- Number of students participating in paid work experiences at approved YST employers
- Percentage of students to graduate from high school when eligible
- Number of partnerships offering postsecondary credit for completing a YST program

Qualitative Outcomes

- Development of robust and sustainable YST programming
- Creation of strong employer, school, and community partnerships
- Increased engagement of diverse student populations through targeted outreach and marketing

3. Grant activities

Applicants may apply for funding to aid in the development or expansion of partnerships that provide students with programming in high-growth, in-demand occupations within the industries of advanced manufacturing, agriculture, automotive, healthcare, and information technology. YST applicants must be able to demonstrate the ability to provide **all** of the following YST components in their program structure:

The four program components of YST

- **Industry exposure:** Provide meaningful career exploration in one or more of the five YST industries through activities such as fieldtrips, tours, guest speakers, career fairs, informational interviews, and job shadowing.
- **Industry-related courses for high school academic credit:** Provide industry specific classes for student learners to gain knowledge and skillsets in YST industries for high school academic credit.

- **Safety training and industry-recognized credentials/certifications:** Create opportunities for student learners to earn industry-recognized credentials/certificates and to complete safety training through schools and employers.
- **Paid work experience in YST industries:** Create partnerships with local employers to provide paid work experiences for student learners. Students will complete at minimum one industry-related class prior to work experience. Employers will need to successfully complete the YST Employer Approval process.

4. Eligible applicants and minimum eligibility requirements

Eligible applicants

Applicants must include a partnership between a school and an employer at minimum. Applicants must be able to demonstrate development of YST industry pathways for their selected YST industry or industries of focus and should be able to demonstrate the ability to fulfill the grant activities listed above. Partnerships may also include Tribal Nations, community organizations, non-profit organizations, workforce development agencies, Chambers of Commerce and post-secondary institutions.

Minimum eligibility requirements

Applicants must meet the minimum requirements below to be considered for an award of funding. If an application does not fully meet these requirements it will not be further reviewed.

To be eligible for funding, **applicants must:**

1. Include a partnership between at least one school and one employer;
2. List all employer partners and any matching funds provided by each employer, if any;
3. Submit application and attachments by the submission due date; and
4. Be the fiscal agent for the grant.

Programs that received YST grant funding in the immediately preceding grant round with a period of performance through June 30, 2026, are ineligible to apply for additional funding to avoid overlapping grant contracts.

YST grants cannot be used for CDL-only programs, EMT-only programs, child development programming, or construction/trades programming.

5. Funding availability

- Total funds allocated for this grant: \$1,500,000
- The maximum amount applicants can request is \$100,000
- DLI plans to award funding to at least fifteen (15) applicants.

6. Eligible and ineligible expenses

Minnesota Statutes, section 175.46 allocates funding each year from the workforce development fund for the Youth Skills Training grants. Grant awards may not exceed \$100,000 per local partnership.

If selected, applicants may only incur eligible expenditures once the grant contract agreement is fully executed and the grant has reached its effective date.

1) **Eligible expenses** include but may not be limited to:

Categories	Examples of Allowable Expenditures
Grant-funded personnel	Individuals employed by organization listed as grantee (wages, benefits and taxes directly related to the coordination of YST programs).
Contractual Personnel/ Sub-Grants	Individuals contracted by organization listed as grantee. There must be a contract between grantee and any sub-grantee.
In-state travel for grant-funded personnel	Reimbursed at the current federal mileage rate. *Expenses such as hotels, meals and car rental are NOT allowable for reimbursement with YST funds.
Marketing/Recruitment	Marketing and recruiting employers, schools, students and others involved in the creation and implementation of YST program.
Student transportation	Transportation for students participating in YST related activities.
Industry-related training, certifications, supplies and curriculum	Costs associated with industry-related credentials/certifications earned by students, supplies, equipment, and curriculum required for student training. Can include teacher Professional Development in approved YST industry areas. *Capital expenses cannot comprise the majority of the proposed grant expenditures.

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.

*** Equipment expenses that exceed \$5,000 in total over the course of the grant and have an expected useful life of over two years are considered capital expenses and require approval prior to purchase.** If prior approval is not obtained from DLI, capital expenses exceeding \$5,000 may not be reimbursed. If applicable, equipment should be incorporated into the supplies/curriculum budget line item. Capital expenses **cannot** comprise the majority of the proposed grant expenditures.

Food and drinks for YST sponsored events that exceed \$500 require approval prior to purchase. If prior approval is not obtained from DLI, expenses related to food and drink for YST events may not be reimbursed. If applicable, food and drinks should be incorporated into the marketing/recruitment budget line item.

Grant awards may be approved for student use for **supportive services** in the areas of childcare, counseling, accommodations for people with disabilities, and emergency services on a case-by-case basis. Grantees **must** contact DLI YST staff for prior approval to use grant awards for supportive services.

2) **Ineligible expenses** include but are not limited to:

- Grant funds **cannot** be used to pay the wages of a student learner directly or indirectly
- Hotels, meals and rental cars for in-state travel
- Fundraising
- Taxes, except sales tax on goods and services and payroll
- 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

7. Application Content & Submission

Applicants **must** submit the following for the application to be considered complete:

Typed responses on the grant application should be in 11-point Calibri font, with 1.15 inch spacing and a ten-page maximum of written narrative (this does not include Exhibits C-G as appropriate, with applicable financial documents). Additional documentation not requested, such as letters of support, program flyers, etc. will not be reviewed by the grant review committee.

YST grant applications require responses to the following questions:

1. Program summary (approximately 250 words):

Provide a brief summary of program goals and outcomes and the primary activities to achieve them.

2. Equity and diversity of student population served:

Describe how this grant funding will be used to serve diverse populations and populations experiencing inequities and/or disparities. Please include recruitment and retention strategies, and provide examples of past success in working with these groups, if applicable. Diverse populations may include, but are not limited to: People of color, Indigenous people, Native Americans, New Americans, people identifying as LGBTQIA+, people of varying disability status, low-income populations and populations represented by different geographic locations across Minnesota including both urban centers and Greater Minnesota.

3. Statement of need and community impact:

Provide a brief statement of need for YST grant funding: What would this funding mean to your school and employer partners and what impact would it have on your community as a whole?

Describe with detail how education, employer and community partners will collaborate to create a successful YST program and what role each will play in creating and implementing your program. Reference all partners listed who are committed to developing this program (education, employer, community organizations and post-secondary).

4. Program marketing, growth and recruitment:

Clearly define how you will market your program and recruit students in a way that promotes equity. Describe your plan to recruit additional employers and expand the program over the two-year grant performance period.

5. Program activities: the four program components of YST

- **Industry exposure:** Describe the types of industry exposure experiences you will provide students of all ages.
- **Industry-related classroom instruction:** What industry-related classes will high school students be required to take prior to a YST paid work experience? What percentage of students do you anticipate will receive post-secondary credit for the industry-related classroom instruction?
- **Safety training and industry-recognized credentials:** What industry-recognized credentials/certifications will students earn in your program? Describe safety instruction that will be provided to student learners, including how it will be delivered, such as by the school, or by the employer with on-the-job training.
- **YST paid work experience for high school students:** Describe in detail what a paid industry-related work experience will look like for student learners. Include details about safety training, supervision, and staff-facilitated reflection with student learners during their work experience.

6. Measuring success and outcomes:

Provide an estimate of outcomes and how you will determine success of program. *See table in application.*

7. Sustainability:

What is your plan to sustain the program after YST grant funding ends?

8. Budget and budget narrative:

Complete a YST grant funding form and provide a brief narrative for each category based on allowable expenditures for YST grant funding. *See table in Section 6- Eligible and ineligible expenses.*

Application submission

Applications must be submitted via email to yst.dli@state.mn.us.

Or by mail to: Minnesota Department of Labor and Industry
 Attn.: Jo Daggett, Youth Skills Training Program
 443 Lafayette Road N., St. Paul, MN 55155

If applications are mailed, they must be postmarked by February 7th, 2025. Late applications will not be considered. The applicant will incur all costs associated with applying to this RFP.

All applications must be received no later than 11:59 p.m., February 7, 2025, Central Standard Time.

8. Reviewing and scoring applications

Funding will be allocated through a competitive process with review by a committee representing content and community specialists. The committee will be reviewing each application on a 100-point scale as follows:

Scoring Factor	Scoring Criteria	Total points possible
Program summary	Provide a brief summary of program goals and outcomes and the primary activities to achieve them (approximately 250 words).	5

<p>Equity and diversity of student population served</p>	<p>Describe how this grant funding will be used to serve diverse populations and populations experiencing inequities and/or disparities. Please include recruitment and retention strategies, and provide examples of past success in working with these groups, if applicable. Diverse populations may include, but are not limited to: People of color, Indigenous people, Native Americans, New Americans, people identifying as LGBTQIA+, people of varying disability status, low-income populations, and populations represented by different geographic locations across Minnesota including both urban centers and Greater Minnesota.</p>	<p>20</p>
<p>Statement of need and community impact</p>	<p>Provide a brief statement of need for YST grant funding: What would this funding mean to your school and employer partners, and what impact would it have on your community as a whole?</p> <p>Describe with detail how your education, employer and community partners will collaborate to create a successful YST program and what role each will play in creating and implementing your program. Reference all partners listed who are committed to developing this program (education, employer, community organizations and post-secondary institutions).</p>	<p>15</p>
<p>Program marketing, growth and recruitment</p>	<p>Clearly define how you will market your program and recruit students in a way that promotes equity. Describe your plan to recruit additional employers and expand the program over the two-year grant performance period.</p>	<p>10</p>
<p>Program activities: the four program components of YST</p>	<ol style="list-style-type: none"> 1. Industry exposure: Describe the types of industry exposure experiences you will provide students of all ages. 2. Industry-related classroom instruction: What industry-related classes will high school students be required to take prior to a YST paid work experience? What percentage of students do you anticipate will receive post-secondary credit for the industry-related classroom instruction? 3. Safety training and industry-recognized credentials: What industry-recognized credentials/certifications will students earn in your program? Describe safety instruction that will be provided to student learners, including how it will be delivered, such as by the school, or by the employer with on-the-job training. 4. YST paid work experience for high school students: Describe in detail what a paid industry-related work experience will look like for student learners. Include details about safety training, supervision, and staff facilitated reflection with student learners during their work experience. 	<p>30</p>

Measuring success and outcomes	Provide an estimate of the total number of students that will participate in each of the categories listed in the table in question six on the application. Describe how you will determine success on qualitative grant outcomes. <i>*See table in application.</i>	10
Sustainability	What is your plan to sustain the program after YST grant funding ends?	5
Budget and budget narrative	Complete a YST grant funding form and provide a brief narrative for each category based on allowable expenditures for YST grant funding. <i>*See table in application.</i> <i>Rubric: The proposed budget is appropriate for anticipated uses.</i>	5
Total score available		100

Responses to each of the eight questions will be reviewed and scored using the following scoring system:

Scoring system guidelines	
<i>Maximum points awarded</i>	<i>The response is exceptional, meets all requirements, provides relevant information and demonstrates an extreme likelihood of meeting all objectives and goals.</i>
<i>Approximately three quarters of the points possible</i>	<i>The response meets all requirements, provides relevant information and demonstrates a likeliness of meeting objectives and goals.</i>
<i>Approximately half of the points possible</i>	<i>The response meets all basic requirements and provides relevant information but is lacking or inconsistent in one or more areas. The response is unclear or unlikely to meet objectives and goals.</i>
<i>Approximately one quarter of the points possible</i>	<i>The response significantly fails to meet the standards, contains significant shortcomings and/or is inconsistent with other scoring factors.</i>
<i>0-few points awarded</i>	<i>No response provided or the response is irrelevant.</i>

9. Grantee reporting requirements

All YST grant-funded programs are required to provide quarterly invoicing and reporting based on the schedule below. Quarterly reporting requires submitting student demographics that include race, ethnicity, gender, free and reduced meals and special education services. Reporting categories include the number of students exposed to the industry, number of students to take industry-related classes, number of students to earn industry-related credentials, number of students to participate in YST industry-related paid work experiences and number of students to graduate when eligible.

YST Grant Invoicing and Reporting Schedule			
YST Grant Year 1		YST Grant Year 2	
End of Quarter	Reporting / Invoicing due	End of Quarter	Reporting / Invoicing due
Sept. 30, 2025	Oct. 31, 2025	Sept. 30, 2026	Oct. 31, 2026
Dec. 31, 2025	*Jan. 16, 2026	Dec. 31, 2026	*Jan. 15, 2027
March 31, 2026	April 30, 2026	March 31, 2027	April 30, 2027
June 30, 2026	July 31, 2026	June 30, 2027	July 31, 2027

***Note the accelerated report and invoice dates on Jan. 16, 2026, and Jan. 17, 2027. This is due to annual legislative reporting required by Feb 1.**

10. DLI monitoring of grantee performance

[Minn. Stat. §16B.97](#) and [Policy 08-10](#) Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher.
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher.
- Conducting a financial reconciliation of grantee’s expenditures at least once during the grant period on grants of \$50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.
- At the end of year one of the two-year YST grant performance period, a monitoring meeting will be scheduled by YST program staff. This meeting will be used to determine progress on goals, ensure proper spending, identify opportunities for improvement and determine any areas where additional YST program support is needed.
- The State may conduct additional monitoring or financial reconciliations during the performance period.

11. Payments to grantee

Per [Policy 08-08](#) reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless DLI has given the grantee a written extension. Payments will be made through the State’s SWIFT accounting system.

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

12. Required financial and grantee capacity review

Minn. Stat. §16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in Minn. Stat. §16B.981 Subd. 1 (c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

In order to comply with this requirement, the following information and documents will need to be submitted before the grant contract agreement is fully executed.

Required for all applicants:

I. Exhibit C - Capacity Responses:

- Describe your history of performing the work that will be funded by the grant:
 - This includes describing your organization's current staffing, current budget and agency capacity to successfully conduct and administer grant programming.

II. Exhibit D - Certification: No current principals have been convicted of a felony financial crime in the last ten years.

- A principal is defined as a public official, a board member, or staff (paid or volunteer) with the authority to access funds provided by this grant opportunity or to determine how those funds are used.

Required financial documents for non-profit and for-profit applicants ONLY:

III. Exhibit E - Evidence of good standing:

- For-profit and nonprofit grantees: Filed and up to date with the Secretary of State

IV. Exhibit F – Required financial document for nonprofit applicants, as applicable:

- Most recent 990 or Form 990-EZ filed with the IRS
- If not in existence long enough or not required to file Form 990, Form 990 EZ or most recent audit, the nonprofit grant applicant must:
 - Demonstrate exemption – i.e. Provide a copy of the IRS determination letter
 - Submit the most recent set of board-reviewed (or managing group if applicable) financial statements
- Most recent audit as required, under [Minn. Stat. §309.53](#), Subdivision 3 (If a 990 and an audit were both required, both documents must be submitted as part of the application.)

V. Exhibit G – Required financial document for for-profit applicants, as applicable

- Most recent federal and state tax returns:
 - If not in business long enough to have a tax return, applicant must describe the internal controls over business expenditures and outcomes of grant funds, if awarded.
- Current financial statements

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Based on Minn. Stat. §16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11, Subd. 3-5 establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight

- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement.
 - The potential grantee has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant.
 - The granting agency must provide notice of this determination to not award the grant to the grantee and the Commissioner of Administration.
 - The notice must include the following:
 - The reason for postponing/not awarding the grant
 - The timeline for the process for contesting the agency's decision

13. Audit of grantee's records

Under [Minn. Stat. §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 granting agency and either the legislative auditor or the state 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.

14. Grantee requirements when bidding grant related work

1. **For nongovernmental organizations and for-profit businesses:**
 - A. Any grant-funded services and/or materials that are expected to cost:
 - \$100,000 or more must undergo a formal notice and bidding process.
 - Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.

Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
 - B. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
 - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
 - C. 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.
 - Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.
 - D. The grantee must not contract with vendors who are suspended or debarred in MN: [Suspended/Debarred Vendor Information](#)

- E. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers, workers and mechanics should be comparable to wages paid for similar work in the community as a whole.

2. For Municipalities, which include school districts:

- A. Grantees that are municipalities must follow:
 - The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
 - The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.
- B. The grantee must not contract with vendors who are suspended or debarred in Minnesota: [Suspended/Debarred Vendor Information](#)

15. Conflicts of interest

State grant policy requires that processes 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 [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.

16. Public access to applicant's 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.

17. Affirmative action and non-discrimination requirements for grantees:

- A. As per [Minn. Stat. §363A.02](#) 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, familial status or age in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.
- B. 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](#).
- C. 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.

18. Grantee voter registration requirement

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.

19. How to submit applications & required application materials

Applications must be submitted via email to yst.dli@state.mn.us.

Or by mail to: Minnesota Department of Labor and Industry
Attn.: Jo Daggett, Youth Skills Training Program
443 Lafayette Road N., St. Paul, MN 55155

If applications are mailed, they must be postmarked by February 7th, 2025. Late applications will not be considered. The applicant will incur all costs associated with applying to this RFP.

Required materials to submit with application:

Required documents for **all** applicants:

- Completed YST Grant Application and Addendum – Exhibit A and Exhibit B

- Exhibit C - Capacity responses
- Exhibit D - Certification

Additionally required documentation **for non-profit and for-profit ONLY** as required in OGM [Policy 08-06](#)

- Exhibit E - Evidence of good standing for non-profit and for-profit **ONLY**
- Exhibit F - Required financial document for Non-profit **ONLY**
- Exhibit G - Required financial document for For-profit **ONLY**

All applications must be received no later than 11:59 p.m., February 7, 2025, Central Standard Time. Late applications will not be considered.

Do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

20. Questions

If you have questions and would like more information about this RFP, contact:

- Technical assistance is available for interpreting instructions. Contact: Jo Daggett at Jo.Daggett@state.mn.us.
- Questions and answers will be posted each Friday through January 31, 2025, on the YST website at www.dli.mn.gov/yst.
- Please submit questions no later than 4:00 p.m., January 30, 2025, Central Standard Time.

21. Review process and timeline

The review committee will evaluate all eligible and complete applications received by the deadline. The Minnesota Department of Labor and Industry (DLI) will review all committee recommendations and is responsible for award decisions. *The award decisions of DLI are final and not subject to appeal.*

Questions due no later than 4:00 p.m. Central Standard Time
 Applications due no later than 11:59 p.m., Central Standard Time
 Selected grantees announced; grant agreement negotiations begin
 Work plans approved and grant begins

January 30, 2025
February 7, 2025
April 21, 2025
July 1, 2025

22. Contact information

For more information about this RFP/application, contact:

- **Jo Daggett**, Program Manager, Jo.Daggett@state.mn.us, 651-284-5354