

APEX Project Addendum

Grantee affirmatively accepts the following terms, in addition to terms stated in the APEX Construction Career Readiness Training, Fall 2018, Request for Proposal:

- Agrees that a proposal submitted with incomplete information will not be eligible for further review and consideration.
- Agrees to provide copies of the Letters of Support from each registered apprenticeship project partners listed in the proposal submitted to DLI. (Include copy with grant application.)
- Agrees to provide the organization's EEO policy. (Include copy with grant application.)
- Agrees to provide workers' compensation coverage as required by Minnesota law. (Include copy with grant application.)
- Agrees to invite DLI representatives to speak to program participants during the first week of each pre-apprenticeship training program, and invite DLI representatives to attend all completion ceremonies and to allow site visits by DLI staff regarding grant record keeping and grant performance.
- Agrees to keep attendance records for all program participants.
- Agrees to actively recruit and train women and minorities, and successfully place these participants in registered apprenticeship programs.
- Agrees to supply DLI with required grant intake, authorization, and photo permission forms within two weeks of program start date.
- Agrees to provide participant signatures for all grant-funded Tools or Equipment provided to program participants to DLI.
- Agrees to refer participants to social services programs for support services, as appropriate.
- Agrees to follow the federal Veterans Priority Provision: APEX grant recipients must provide priority of service to veterans and spouses of certain veterans, for placement in grant-funded construction career readiness training programs for qualifying participants.
- Agrees that for any intellectual property specially created (including curriculum) using APEX grant funds, the Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for federal purposes.
- Agrees to provide invoices for expense reimbursements on a monthly basis. Receipts, paid invoices, payroll documents, other support documentation and bids (when required) must be submitted with Request for Reimbursement invoices. No expenses prior to execution of a contract will be paid.

Invoice Due Dates:

Expenditure Period:

January 1 – 31, 2019
 February 1 – 28, 2019
 March 1 – 31, 2019
 April 1 – 30, 2019
 May 1 – 31, 2019
 June 1 – 30, 2019
 July 1 – 31, 2019
 August 1 – 31, 2019
 September 1 – 30, 2019

Invoices Due:

February 9, 2019
 March 9, 2019
 April 10, 2019
 May 9, 2019
 June 11, 2019
 July 10, 2019
 August 9, 2019
 September 10, 2019
 October 9, 2019

- Agrees to fully cooperate with the Minnesota Department of Labor and Industry (DLI) or the State in any post-grant audits conducted.
- Agrees to submit Quarterly Reports providing program information including participant information, participant status, program status, performance measures, statistics, supporting narrative and participant stories. In addition, grantee will submit an end-of-the-grant report by specified due dates.

Quarterly Reporting Dates:

End of Quarter:

March 30, 2019
 June 30, 2019
 September 30, 2019

Reports Due:

April 10, 2019
 July 10, 2019
 October 9, 2019

- Agrees that all forms and reports that include personally identifiable information need to be sent via encrypted email or hand delivered to DLI.

By signing, the Sub-grantee is acknowledging that it understands and agrees to the terms outlined in this addendum.

NAME (Authorized Sub-grantee Representative):	
TITLE:	
SIGNATURE:	
DATE:	