

Request for proposal 2020-2021

MNRAE on-the-job training program funding

General information

Available funding:	Up to \$23,000
Purpose:	Funding available to support on-the-job training expenses incurred by employers and apprenticeship sponsors in support of the development and expansion of registered apprenticeship in Minnesota
Period of performance:	Your proposed date or the date the contract is fully executed until grant obligations have been met
Technical assistance (Technical assistance is available for interpreting instructions or preparing applications):	Contact: Ruth Taylor ruth.taylor@state.mn.us
Application due date:	Applications will be accepted on a continual basis from Oct. 22, 2020, through July 31, 2021, or until all funds have been depleted, whichever comes first. Submit by email to: apprgrants.dli@state.mn.us or by mail to: Minnesota Department of Labor and Industry Attn.: Ruth Taylor 443 Lafayette Road N. St. Paul, MN 55155
Review period:	Initial applications will be reviewed beginning Wednesday, Oct. 25, 2020; subsequent applications will be reviewed monthly.
Notification of award:	Awards for initial applicants will be announced by Wednesday, Nov. 18, 2020; subsequent application awards will be announced approximately four to six weeks from receipt of the application.
Webinar hosted by DLI:	Thursday, Oct. 8, 2020
All documents can be found at www.dli.mn.gov/business/workforce/apprenticeship-funding-opportunities	

MNRAE on-the-job training program

Grant request for proposal

Grant overview

The Minnesota Department of Labor and Industry's (DLI's) 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 is committed to fair and competent enforcement of the laws it administers and serving as a responsive and reliable resource for all Minnesotans, including employers, workers, insurers and licensees. It is committed to building a diverse and inclusive workforce to better serve Minnesota's citizens.

Apprenticeship Minnesota at DLI was awarded \$1,356,276.90 from the U.S. Department of Labor's (DOL's) Employment and Training Administration to expand registered apprenticeship in Minnesota. This initiative is wholly funded with U.S. DOL grant funds. The Minnesota Registered Apprenticeship Expansion Grant (MNRAE) funds numerous initiatives including: 1) supporting the development and recruitment of a diverse pipeline of apprentices; 2) supporting the rapid development of new registered apprenticeship programs and the expansion of existing programs; 3) fully integrating apprenticeship into state workforce development education and economic development strategies and programs; and 4) building state capacity to make it easier for industries to start registered apprenticeship programs and for apprentices to access opportunities.

Objective of the MNRAE on-the-job (OJT) training program funding

The purpose of this grant is to expand registered apprenticeship in Minnesota. DLI, through Apprenticeship Minnesota, seeks applications from employers interested in forming a new registered apprenticeship program and from existing registered apprenticeship programs that may be seeking to grow their current training programs. This funding opportunity will be available on a continual basis and conclude July 31, 2021, or when the funds are depleted, whichever comes first.

OJT training funding objectives include:

- providing existing registered apprenticeship sponsors funding support to expand into new apprenticeable occupations or grow current programs, thereby increasing the number of new apprentices;
- providing new sponsors with funding support to assist them in the development of a new registered apprenticeship program;
- providing new apprentices with quality OJT training programs through the expansion of registered apprenticeship sponsorship; and
- bridging the gap between apprenticeship sponsors and career seekers with the intent of building diversity within registered apprenticeship.

Funding availability

- Total available funds allocated for this program: up to \$23,000.
- Funds will be awarded through an application process. Existing registered apprenticeship sponsors may apply for funding using the attached MNRAE OJT training grant applications. All other interested parties may submit the attached letter of interest; an Apprenticeship Minnesota team member will then contact you.
- Each applicant may apply for up to \$300 for each apprentice.
- Funds will take the form of reimbursements to sponsors to supplement the cost of OJT training expenses. These funds can be applied to up to 50% of apprentice OJT training wages.

Funding will be allocated through a competitive process with review by a committee representing content specialists with regional knowledge. Initial applications will be reviewed beginning Wednesday, Oct. 26, 2020. Subsequent applications will be accepted and reviewed on an ongoing basis, through July 31, 2021, or until funds are depleted, whichever comes first. If selected, the responder may only incur eligible expenditures when the contract is fully executed, and the contract has reached its effective date.

As required by 2014 Minnesota Laws Ch. 239, art. 2 and 9, successful responders may not use money received under the grant contract to supplant other funds available for the same purpose.

Eligibility

To be eligible for this funding applicants must meet the minimum requirements and funding priorities. Applicants that are not yet a registered apprenticeship sponsor can complete the letter of interest form. A DLI staff member can assist with the process.

Minimum requirements

Applicants must meet the minimum requirements to be fully considered for this grant opportunity. Applicants must be a Minnesota employer interested in starting a registered apprenticeship program or be an existing sponsor of registered apprenticeship in Minnesota seeking to develop new occupations or expand an existing program. Applicants must have the ability to:

- provide or partner with entities that can provide qualified OJT training;
- serve participants of all legal ages, genders, ethnicities and races, specifically those from historically underserved communities, Indigenous communities, people of color, people with disabilities, women, veterans and those who live in Greater Minnesota;
- apply as a Minnesota employer, Minnesota association or existing registered apprenticeship program;
- apply for occupations that are apprenticeable to receive this funding (see www.dol.gov/agencies/eta/apprenticeship/occupations for a list of occupations); and
- provide enough information to support a responder's ability to deliver the services described in the proposal.

Priorities

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 policy, Rating Criteria for Competitive Grant Review](#), establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

The MNRAE funding for the on-the-job training program is to provide support to those interested in expanding their current programs or developing new registered apprenticeship programs.

This grant will serve:

- new registered apprenticeship sponsors; and
- existing registered apprenticeship sponsors seeking to develop new training programs.

Competitive priority will be awarded to those programs:

- serving underrepresented communities, which could include Indigenous communities, people of color, people with disabilities, women, veterans and those who live in Greater Minnesota; and
- ensuring apprentices a livable and progressive wage, allowing preparation for careers in which they are able to earn a family-sustaining income of at least \$18.20 an hour at the end of the apprenticeship program.

Grant outcomes include:

- creation of new registered apprenticeship programs in Minnesota;
- apprenticeship opportunities for Indigenous communities, people of color, people with disabilities, women, veterans and those who live in Greater Minnesota; and
- innovative approaches to on-the-job instruction.

Selection criteria and weight

The review committee will be reviewing each applicant based on a 100-point scale.

The scoring factors and weight that applications will be judged on are based on the:

- organizational ability to administratively and programmatically manage the funding and programs successfully;
- experience running training programs;
- programmatic approach to career development and how it will achieve results;
- program's ability to recruit and provide underserved participants, as noted above, for the training program;
- likelihood the program will achieve anticipated outcomes;
- program's ability to serve people traditionally underserved in the industry in which training will occur;
- innovative approaches to career training program development; and

- demonstrated results with evidence-based outcomes.

MNRAE on-the-job training funding has the following weighted criteria:

Organizational information	25 points
Programmatic information	<u>75 points</u>
	100 points

Financial review process

All nongovernmental organizations (NGOs) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher. To comply with the [policy, Financial Review of Nongovernmental Organizations](#), responders will submit one of the following documents with their application, based on the following criteria:

- grant applicants with annual income of less than \$50,000, or that have not been in existence long enough to have a completed an IRS Form 990 or audit, should submit their most recent board-reviewed financial statements;

Questions

Questions may be submitted by email to Ruth Taylor at ruth.taylor@state.mn.us.

Frequently asked questions and responses will be posted on the DLI website weekly at www.dli.mn.gov/business/workforce/apprenticeship-funding-opportunities.

Application content

Applicants that are not yet a registered apprenticeship sponsor can submit the following form. A DLI staff member can help you get started with the process.

- MNRAE on-the-job instruction program letter of interest 2020-2021.

Applicants that are an existing registered apprenticeship sponsor, can submit the following documents:

- MNRAE on-the-job training instruction program application 2020-2021;
- signed MNRAE OTJ training addendum;
- required financial documents (see page 5);
- affidavit of non-collusion – attachment 1; and
- proof of workers' compensation insurance coverage – attachment 2.

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

Application submission

The applicant will incur all costs incurred in applying to this request for proposals. Expenditures can begin after the contract is executed and must end by July 31, 2021.

Applications may be submitted by email to apprgrants.dli@state.mn.us or by mail to:

Ruth Taylor
MNRAE project manager
Projects and Planning
Minnesota Department of Labor and Industry
443 Lafayette Road N.
St. Paul, MN 55155

Application evaluation and timeline

All complete proposals will be evaluated by representatives of DLI. Each proposal area will be evaluated separately. Proposals will first be reviewed to determine if the mandatory requirements listed below have been met and if the proposal is complete (containing all required elements listed in application checklist above). Proposals that are incomplete or do not meet the mandatory requirements will not advance to the next phase of the evaluation. The state reserves the right, based on the scores of the proposals, to create a short-listing of responders that have received the highest scores to interview. The state reserves the right to seek best and final proposals from one or more responders. A 100-point scale will be used to create the final evaluation recommendation.

See the cover sheet for timeline dates.

Conflicts of interest

DLI will take steps to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers, per [Minnesota Statutes § 16B.98](#) and the policy, [Conflict of Interest for State Grant-Making](#).

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; or
- 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 suspected, disclosed or discovered, the applicants or grantees will be notified and actions may be pursued, including disqualification from eligibility for the grant award or termination of the grant agreement.

Public data

Per [Minn. Stat. § 13.599](#):

- names and addresses of grant applicants will be public data after 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, when all grant agreements have been fully executed) and
- 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, when all grant agreements have been fully executed).

Grant provisions

Eligible grant expenses include:

- reimbursement of up to 50% of apprentice OJT training wages.

Ineligible grant expenses include:

- office equipment, computers and electronics, and tools;
- overhead expenses; and
- food and beverages.

Apprentices must remain in the responder's program for 90 days before being eligible for expense reimbursement.

Accountability and reporting

See the MNRAE OJT training addendum for funding timelines and reporting information.

Grant payments

Per the policy, [State 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 most recent 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. Invoices with appropriate backup documentation may be submitted according to the schedule in the MNRAE OJT addendum.

Grant monitoring

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

- one monitoring visit during the grant period on all state grants of \$50,000 or more;
- annual monitoring visits during the grant period on all grants of \$250,000 or more; and

- conduction of a financial reconciliation of the grantee's expenditures at least once during the grant period on grants of \$50,000 or more (for this purpose, the grantee must make expense receipts, employee timesheets, invoices and any other supporting documents available upon request by the state).

Grantee bidding requirements

Any grant-funded services 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; and
- 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.

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 the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must take all necessary affirmative steps to assure targeted vendors from businesses with active certifications through these entities are used when possible:

- [the Minnesota Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#);
- the Metropolitan Council's Targeted Vendor list, [Minnesota Unified Certification Program](#); and
- the Small Business Certification Program through Hennepin County, Ramsey County and the City of St. Paul, [Central Certification Program](#).

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; and
- supporting documentation of the purchasing and bidding process used to contract services in their financial records, including support documentation justifying a single or sole source bid, if applicable.

The grantee must not contract with vendors that are suspended or debarred in Minnesota (see www.mmd.admin.state.mn.us/debarredreport.asp).

Grantees that are municipalities must follow:

- the contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. § 471.345](#); and
- 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 the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors that are suspended or debarred in Minnesota (see www.mmd.admin.state.mn.us/debarredreport.asp).

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 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 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.

Affirmative action and nondiscrimination requirements for all grantees

- A. 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 (see [Minn. Stat. § 363A.02](#)). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train and recruit Indigenous communities, people of color, people with disabilities, women, veterans and those who live in Greater Minnesota.
- 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 (see Minn. R., 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.

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.

For more information about this request for proposals, contact:

Ruth Taylor, MNRAE project manager

ruth.taylor@state.mn.us

Projects and Planning

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

Application checklist

- MNRAE on-the-job instruction program application 2020-2021
- Signed MNRAE OJT addendum
- Required financial documents (see page 5)
- Affidavit of non-collusion – attachment 1
- Proof of workers' compensation insurance coverage – attachment 2

Or:

- MNRAE on-the-job instruction program letter of interest 2020-2021