

Grant Request for Proposal

Labor Education Advancement Program (LEAP) 2023

REQUEST FOR PROPOSAL:	
Available Funding:	\$100,000
RFP Release Date:	Oct. 24, 2022
Deadline for Written Questions:	<p>Nov. 30, 2022</p> <p>Submit by email to: ApprGrants.DLI@state.mn.us</p> <p>Responses to questions will be added to the LEAP Grant 2022 FAQ document posted at www.dli.mn.gov/business/workforce/apprenticeship-funding-opportunities under LEAP Grants.</p>
<p>Proposal Due Date:</p> <p>(Late proposals will not be accepted)</p>	<p>4:30 p.m. Central Time, on Dec. 14, 2022</p> <p>Submit by email to: ApprGrants.DLI@state.mn.us</p>
Notification of Applicants:	Jan.13, 2023
Period of Performance	Feb. 1, 2023 (or date contract is fully executed, whichever is later) through Dec. 31, 2023.

Grant Overview

Purpose

The purpose of this grant is to provide funding to community-based organizations to facilitate the participation of people of color, Indigenous people and women in registered apprenticeship programs.

Apprenticeship is an earn-as-you-learn workforce training model that allows people to earn a good living while mastering in-demand skills. Apprentices receive classroom instruction and on-the-job training with the industry-specific knowledge needed to perform highly skilled work. At the end of their apprenticeship, they will have the skills and training necessary to be successful in a high-demand industry and earn a nationally recognized credential.

Objective

The objective of the LEAP grant is to increase participation of people of color, Indigenous people and women in apprenticeship programs registered with the Minnesota Department of Labor and Industry (DLI). Successful applicants will articulate and demonstrate an ability to achieve these objectives through various means including outreach, education, assessment, preparation, support services, instruction, training, placement and retention activities.

Funding availability

DLI has allocated \$100,000 to LEAP grant funding and anticipates awarding funding to four to five organizations for the Feb. 1, 2023 to Dec. 31, 2023 period of performance.

Funding will be awarded through a competitive process with review by a committee representing individuals with an understanding of registered apprenticeship and the objectives of the grant program. DLI expects to announce selected grantees Jan. 13, 2023. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed and the grant has reached its effective date.

Minimum requirements

Applicants must meet the minimum requirements to be fully considered for this grant opportunity.

- Applicants must be a community-based organization.
- Applicants must submit completed proposals on or before 4:30 p.m. Central Time, on Dec. 14, 2022.
- Applicants must provide a minimum of three signed letters of support from registered apprenticeship programs they will work with.
- Applicants must identify any matching funds that will be used with this grant funding.

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. [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

People of color, Indigenous people and women are traditionally underrepresented in registered apprenticeship programs. A goal of this funding is to introduce those groups of people to registered apprenticeship as a viable career opportunity and enroll them into registered apprenticeship programs.

This grant will serve Minnesotans who are over 18 years of age and who are:

- People of color
- Indigenous people
- Women

Grant outcomes will include:

- Providing programs and services to introduce qualified people of color, Indigenous people, and/or women to registered apprenticeship.
- Providing supports, if needed, to qualified individuals to enable them to participate in career exploration or career readiness pathways programs that lead to registered apprenticeship training opportunities.
- Providing supports, if needed, to qualified individuals to enable them to participate and be retained in registered apprenticeship programs.
- Enrolling qualifying individuals into registered apprenticeship programs.

Eligibility

- Proposals will be accepted from community-based organizations serving people of color, Indigenous people, and/or women on a competitive request-for-proposal basis.

Competitive priorities

Competitive priority will be given to applicants who:

- Demonstrate a depth and breadth of experience serving people of color, Indigenous people, and/or women.

Collaboration

Applicants are required to partner with a minimum of three registered apprenticeship programs to facilitate entry into apprenticeship training programs.

Selection criteria and weight

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

All responses received by the deadline will be evaluated. Proposals will first be reviewed for responsiveness to determine if the minimum requirements listed above have been met.

The scoring factors and weight on which applications will be judged are based on the responses grant applicants provide in the LEAP Grant 2023 Application. LEAP Grant 2023 has embedded weighted criteria in measurable outcomes below for reaching diverse populations:

- **Project overview:** Provides clear summary of grant project goals and steps to achieve those goals. Outlines how this work will meet the needs of and benefit people of color, Indigenous people, and/or women. – 5 points
- **Equity:** Provides information on the applicant's experience with and ability to serve people of color, Indigenous people, and/or women. Describes which groups the applicant will serve with the grant. – 15 points
- **Program activities and services:** Provides a well thought out program design to prepare, support, place and retain people of color, Indigenous people, and/or women in registered apprenticeship programs. Includes sufficient details to show how grant-funded activities and services will lead to intended outcomes. – 15 points
- **Measuring success:** Provides qualitative and quantitative evaluation methods that are clearly stated and measurable. The number and proportion of people of color, Indigenous people, and/or women projected to convert to registered apprenticeship will be strongly considered. – 15 points
- **Partnerships:** Provides partner information and details for how they will be integrated into the grant-funded program activities and services. – 10 points
- **Workplan:** Provides a workplan with sufficient details to understand the timeline, grant-funded activities and how they will lead to intended outcomes. – 15 points
- **Organizational ability:** Provides evidence that the applicant has the ability to successfully provide grant-funded programming and has administrative and fiscal capacity. – 15 points
- **Budget and budget narrative:** Provides a detailed budget narrative explaining budget line items. Costs seem appropriate for intended uses and the number of participants and registered apprentices served. – 10 points

Financial review process

All Non-Governmental Organizations (NGOs) applying for grants in Minnesota must undergo a financial review prior to a grant award made of \$25,000 and higher.

To comply with [Policy 08-06](#), Financial Review of Nongovernmental Organizations, submit one of the following documents with your application, based on the following criteria:

- Grant applicants with an annual income of under \$50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit, should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of \$50,000 or more but less than \$750,000 should submit their most recent IRS Form 990.

- Grant applicants with total annual revenue of over \$750,000 should submit their most recent certified financial audit.

Questions

- Questions may be submitted by phone or email to Betsy Adamson at 651-284-5196 or ApprGrants.DLI@state.mn.us.
- All answers to questions will be posted within three business days on the DLI website at www.dli.mn.gov/business/workforce/apprenticeship-funding-opportunities under LEAP Grants.
- Please submit questions no later than 4:30 p.m. Central Time, on Nov. 30, 2022.

Application content

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

- Completed LEAP Grant Application
- A minimum of three signed letters of support from registered apprenticeship programs – Attachment 1
- A copy of your organization’s equal employment opportunity policy – Attachment 2
- Evidence of workers’ compensation coverage as required by Minnesota law – Attachment 3
- If the grant applicant is a nongovernmental organization, please submit the applicable financial statements as required in [Policy 08-06](#) – Attachment 4

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

Application submission

All applications must be received no later than 4:30 p.m. Central Time, on Dec. 14, 2022. Late applications will not be considered. The applicant is responsible for all costs incurred in applying to this RFP.

Applications should be submitted electronically. If unable to submit electronically, and you must submit in person or by mail (if by mail, your application must be postmarked by midnight on Dec. 14, 2022, please notify Betsy Adamson at the email or phone number listed below. Applications should be submitted to:

Minnesota Department of Labor and Industry
Attn: Betsy Adamson
443 Lafayette Road North
St. Paul, MN 55155

Email: ApprGrants.DLI@state.mn.us

Phone: 651-284-5196

Review process and timeline

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

RFP posted on the DLI web site	Oct. 24, 2022
Questions due no later than 4:30 p.m. Central Time	Nov. 30, 2022
Applications due no later than 4:30 p.m. Central Time	Dec. 14, 2022
Committee begins review of applications	Dec. 16, 2022
Selected grantees announced; grant agreement negotiations begin	Jan. 13, 2023
Grant work may begin only after contract is fully executed	Feb. 1, 2023

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 [08-01 Conflict of Interest in State Grant-Making Policy effective date Jan. 1, 2022](#).

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.

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, when all 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, when all grant contract agreements have been fully executed.

Grant provisions

Minnesota Statute 178.11 Labor Education Advancement Grant Program states:

The commissioner shall establish the labor education advancement grant program for the purpose of facilitating the participation of minorities and women in apprenticeable trades and occupations. The commissioner shall award grants to community-based organizations serving the targeted populations on a competitive request-for-proposal basis. Interested organizations shall apply for the grants in a form prescribed by the commissioner. As part of the application process, applicants must provide a statement of need for the grant, a description of the targeted population and apprenticeship opportunities, a description of activities to be funded by the grant, evidence supporting the ability to deliver services, information related to coordinating grant activities with other employment and learning programs, identification of matching funds, a budget, and performance objectives. Each submitted application shall be evaluated for completeness and effectiveness of the proposed grant activity.

A sample grant contract agreement is available for review at www.dli.mn.gov/business/workforce/apprenticeship-funding-opportunities under LEAP Grants.

Allowable expenditures

Approved expenditures will be paid quarterly and on a reimbursement basis. Documentation of all allowable grant expenditures is required for reimbursement. Examples of allowable expenditures may include the following:

Budget categories	Examples of Allowable Expenditures
Personnel	Employee wages and benefits directly related to LEAP Grant program reporting and activities. Staff travel expenses, not to exceed the current state allowable amount.
Supplies/Materials	Office and training materials and supplies directly supporting LEAP Grant
Communications	Expenses related to recruiting LEAP programs participants.
Support services	Participant assessment services, mentoring, and training. Participant bus/rail ticket fare, gas cards, daycare expenses, tools, boots, and personal safety equipment related to the apprenticeship placement.
Contract Services	Vendor services necessary to provide grant program activities and services.
Indirect Costs	Indirect costs cannot exceed 10% of total granted amount per grantee. See LEAP Grant FAQs for additional information.

All direct and indirect costs submitted for reimbursement must be: Allowable by the terms of the grant, reasonable and necessary, rationally allocated and adequately documented.

Ineligible expenses include but are not limited to:

- fundraising
- taxes, except sales tax on goods and services
- lobbyists, political contributions
- bad debts, late payment fees, finance charges, or contingency funds
- parking or 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

Accountability and reporting

Grantees must take part in bimonthly progress update and technical assistance calls and submit quarterly reports, using templates provided by DLI. Reports will include a narrative description of grant activity, participant logs, information regarding participants served and performance outcomes. That information must be provided within 10 business days of the end of the quarter. Grantees must also provide a final grant report which summarizes all grant activity. The final report must be provided within 20 business days of the end of the grant period of performance, as specified in the contract.

Invoices and supporting documentation must be submitted on a quarterly basis and must be received within 10 business days of the quarter end date. Invoices will not be paid until the quarterly report, participant log and sufficient supporting documentation have been received and determined adequate to justify payment.

Quarters: Jan. 1 – Mar. 31, Apr. 1 – Jun. 30, Jul. 1 – Sep. 30, Oct. 1 – Dec. 31

Grant payments

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. DLI will 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.

Grant monitoring

[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.

Grantee bidding requirements

[For Nongovernmental organizations]

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.

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 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 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

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 justifying a single or sole source bid, if applicable.

The grantee must not contract with vendors who are suspended or debarred in Minnesota:

www.mmd.admin.state.mn.us/debarredreport.asp

Audits

Per [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 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.

Affirmative action and non-discrimination 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. [Minn. Stat. §363A.02](#). 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.

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 RFP, contact:

Minnesota Department of Labor and Industry
Attn: Betsy Adamson
443 Lafayette Road North
St. Paul, MN 55155

Email: ApprGrants.DLI@state.mn.us

Phone: 651-284-5196

See documents:

- LEAP Grant 2023 Application
- Sample Grant Contract Agreement