

Registered Teacher Apprenticeship Program (R-TAP)

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Labor and Industry (DLI)

443 Lafayette Road North

Saint Paul, MN 55155

[Grants | Minnesota Department of Labor and Industry](https://www.dli.mn.gov/grants) (<https://www.dli.mn.gov/grants>)

09/02/2025

To obtain this information in a different format, call: 651-284-5090.

Cover Page

Estimated Amount to Grant:	Up to \$6,650,000 available, up to \$3,000,000 per applicant.
Purpose:	To establish, administer, and operationalize registered teacher apprenticeship programs and joint apprenticeship training committees statewide in accordance with the requirements of Minnesota Statutes, Chapter 178.
Period of Performance:	<p>Grant contracts may begin January 1, 2026, or the date the contract is fully executed, whichever occurs later. Funding for grant contracts is available until June 30, 2030.</p> <p>The term of the initial grant period is anticipated to be 24-months.</p> <p>There is an option for continuation for up to 30 months at the discretion of the department. Continuation awards are contingent upon progress made during the initial grant period, continued funding, and priorities of the department.</p>
Application Due Date:	Applications are due no later than 4:30pm Central Daylight Time on September 26, 2025.
Questions:	<p>Questions may be submitted by email.</p> <p>Contact: Lyla Brown</p> <p>Email: lyla.brown@state.mn.us</p> <p>Questions and answers will be posted on Fridays, up to September 19, 2025, at https://www.dli.mn.gov/business/workforce/registered-teacher-apprenticeship-program-rtap-grant.</p> <p>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.</p>
Notification of Award:	Applicant awards will be announced by November 2025.
All RFP and application documents can be found at:	https://www.dli.mn.gov/business/workforce/registered-teacher-apprenticeship-program-rtap-grant

Table of Contents

REGISTERED TEACHER APPRENTICESHIP PROGRAM (R-TAP)	1
GRANT REQUEST FOR PROPOSAL (RFP)	1
Cover Page	2
Request for Proposals (RFP) Part 1: Overview	4
Grant Overview	4
Funding Availability	4
Eligible Expenses	4
Project Dates	7
Eligibility	7
Priorities	7
Collaboration	9
Selection Criteria and Weight	9
Questions, Technical Assistance and Information Sessions	10
Request for Proposals (RFP) Part 2: Submission	10
Application Content	11
Request For Proposals (RFP) Part 3: Application Review Process	11
Review Process	11
Timeline	12
Conflicts of Interest	12
Public Data	12
Request For Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities	13
Preaward Risk Assessment and Financial Review	13
Grant Contract Agreements	13
Accountability and Reporting Requirements	13
Grant Monitoring	14
Grant Payments	14
Authorized Representatives	14
Contracting and Bidding Requirements	15
Audits	16
Grant Provisions	16
Ineligible Expenses	16
Affirmative Action and Nondiscrimination	16
Voter Registration	17
Right of Cancellation	17
Attachments	18

Request for Proposals (RFP) Part 1: Overview

Grant Overview

- Grant Name: Registered Teacher Apprenticeship Program (R-TAP)
- <https://www.dli.mn.gov/business/workforce/registered-teacher-apprenticeship-program-rtap-grant>
- Open for Applications: September 2, 2025
- Application Due Date: September 26, 2025

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 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. Apprentices receive classroom instruction and on-the-job training (OJT) 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.

In 2025, the Minnesota state legislature allocated \$7,000,000 for the Registered Teachers Apprenticeship Grant Program to facilitate the establishment, administration, and operationalization of registered teacher apprenticeship programs and joint apprenticeship training committees statewide ([Laws of Minnesota 2025, 1st Spec. Sess. chapter 6, article 2, section 2, subdivision 8\(d\)](#)).

Funding Availability

As authorized per statute, a total of \$7,000,000 is available. Of the total appropriated funds, \$3,500,000 is available from July 1, 2025, through June 30, 2030; and \$3,500,000 is available from July 1, 2026, through June 30, 2030. Per [MS 16B.98 Subdivision 14](#), DLI may retain up to 10% of the total appropriated funds to administer and monitor the grant program. DLI is electing to retain 5% of the total appropriated funds to administer and monitor the grant program, with \$6,650,000 available for two-year grants.

- Applicants may apply for up to \$1,500,000 each year, for a maximum of \$3,000,000 total.

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.

Eligible Expenses

Eligible expenses include but may not be limited to:

- Registered apprenticeship program personnel costs;

- Costs associated with the design and or/update of related instruction for the registered apprenticeship program in coordination with teacher preparation providers approved by the Minnesota Professional Educators Licensing and Standards Board (PELSB);
- Costs associated with the purchase of equipment, training materials, and software licenses for apprentice tracking systems for the programs;
- Marketing costs associated with the recruitment of signatory school districts; journey worker teachers, and apprentices;
- Subawards to signatory school districts to offset the costs for participation in the registered apprenticeship program. Subawards may be used for:
 - Apprentice tuition, scholarships, and other supportive services; and
 - Journeyworker teacher stipends.
 - It is the responsibility of the Grantee to assure that sub-award costs are not also being paid through other funding sources.

Budget Categories	Examples of Allowable Expenditures:
Personnel	<ul style="list-style-type: none"> • Registered apprenticeship program employee wages and benefits directly related to grant program activities and programmatic reporting <p>Please identify the position(s) funded by this grant, the hourly rate (wages plus fringe), number of hours billed to the grant, and the total.</p> <p>Example: Project Coordinator, \$31.25 / hr x 80 hrs = \$2,500.00</p>
Travel	<ul style="list-style-type: none"> • Grant related staff travel expenses; this can include travel related to instructor professional development (lodging, per diem, parking, tolls and transportation) • Staff travel expenses may not exceed 5% of overall grant • All out of state travel must be pre-approved by DLI <p>Please breakout your travel expenses, where possible, and use the federal mileage reimbursement rate. All other travel expenses – meals, per diem, hotels, airfare, etc. - will be reimbursed per the guidelines stipulated in Chapter 15 of the Commissioner's Plan. Expenses exceeding these guidelines will not be reimbursed.</p> <p>Example: hotel for 2 nights at \$170 / night = \$340; mileage at .70-cents / mile x 700 miles = \$490; per diem at \$50 / day x 2 days = \$100</p>
Equipment	<ul style="list-style-type: none"> • Must be directly related to RAP start-up and operation costs • Capital expenditures over \$5,000 require prior approval from the State <p>Please provide estimates or quotes where available.</p> <p>Example: Interactive white board 2 x \$4,000 = \$8,000</p>
Supplies and Materials	<ul style="list-style-type: none"> • Design and update of related instruction • Purchasing curriculum licenses • Training materials

Budget Categories	Examples of Allowable Expenditures:
	<ul style="list-style-type: none"> • Software licenses for tracking systems for the program <p>Please breakout your supply expenses, where possible.</p> <p>Example: work readiness materials \$50 / participant x 10 = \$500; apprenticeship hour tracking system x 1 = \$4,000</p>
Contractual	<p>Contract Services</p> <ul style="list-style-type: none"> • Vendor services necessary to provide grant program activities and services • Mentorship training for journeyworkers • Contracts with teacher preparation providers to develop related instruction • Contracts for customized training costs, or developing internal curriculum <p>Sub-Awards</p> <ul style="list-style-type: none"> • Apprentice tuition and fees • Scholarships • Supportive services • Journeyworker stipends <p>Please break out your contractual expenses, outline your sub-award expenses, and provide estimates where possible.</p> <p>Example: \$5,000 to marketing firm for recruitment.</p> <p>Example: \$2,000 tuition fees to a state university for one semester of related instruction</p>
Marketing	<ul style="list-style-type: none"> • Communications and outreach • Expenses related to recruiting for grant programs participants, signatory schools, and/or journeywork teachers <p>Please breakout your marketing expenses, where possible.</p> <p>Example: \$200 for radio ads; \$1000 for social media posts.</p>
Administrative Costs	<ul style="list-style-type: none"> • Expenses incurred by grant recipients in support of the day-to-day operations of their organization that are not directly tied to a specific program purpose. Administrative costs may include, but are not limited to, administrative oversight, accounting support, insurance and facility rent or overhead. 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. • Administrative costs cannot exceed 5% of the total grant budget.

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.

Documentation of grant expenses includes, but is not limited to, that showing the costs occurred (payroll records, quotes/bids, contracts, purchase orders, invoices, mileage reimbursement forms, itemized receipts, etc.) and that showing payment occurred (canceled checks, bank statements, paystubs showing direct deposit, etc.).

Project Dates

Estimated project dates are January 1, 2026, or the date the contract is fully executed, whichever occurs later, until December 31, 2028.

Funding is available through June 30, 2030.

There is an option for continuation for up to 30 months. Continuation awards are contingent upon progress made during the initial grant period, continued funding, and priorities of the State.

Eligibility

Applicants must meet the minimum 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.

Applicant eligibility for this RFP follows the Registered Teacher Apprenticeship program applicant eligibility, as defined under [Minnesota Statutes, Chapter 178](#) and include employers, employer associations, and apprenticeship committees. The grant program seeks proposals from entities that aim to establish, administer, and operationalize registered teacher apprenticeship programs and joint apprenticeship training committees statewide in accordance with the requirements of [Minnesota Statutes, Chapter 178](#).

To be eligible for funding, applicants must:

- meet the application deadline;
- submit a complete application with supporting documents as appropriate;
- serve the focus populations listed for this Grant Program; and,
- meet the definition for sponsors as outline in [Minn. Stat. §178](#).

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. [Office of Grants Management \(OGM\) Policy 08-02: 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.

This Grant Program seeks to support the establishment, administration, and operationalization of registered teacher apprenticeship programs and joint apprenticeship training committees statewide for K-12 teachers.

Pursuant to the enacting law, [2025 Minnesota Session Laws Chapter 6, Article 2, Section 2, Subd 8 \(d\)](#), funds must be awarded through a competitive request for proposal process with preference given to programs with multiple participating school districts.

Also pursuant to the enacting law, the commissioner must ensure, as much as practical, that all school districts in all regions of the state have a meaningful opportunity to participate in one or more of the funded programs.

Entities provide a meaningful opportunity for school districts, charter schools, Tribally Controlled Schools, and service cooperatives across the state to participate by marketing the program statewide, partnering with multiple approved teacher preparation providers in multiple locations around the state, partnering with multiple signatory school districts, charter schools, Tribally Controlled Schools, and service cooperatives and by granting subawards to signatory school districts, charter schools, Tribally Controlled Schools, and service cooperatives as needed.

The grant will serve:

- Registered Apprenticeship Programs with a statewide service area in Minnesota
- School districts, charter schools, Tribally Controlled Schools, and service cooperatives in all regions of the state of Minnesota
- [Licensures defined by PELSB as shortage areas](#)

Grant outcomes will include:

- Registered teacher apprenticeship programs and joint apprenticeship training committees with a statewide service area established
- At least 85% of apprentices are retained
- Multiple licensure areas established
- Sustainability infrastructure confirmed and implemented

Applicants can achieve desired outcomes through a variety of activities. Applicants may apply for funding to cover the following expenses:

- Apprenticeship program personnel costs (e.g. RTAP Program Coordinator, RTAP Navigator)
- Design and update related instruction for the programs in coordination with teacher preparation providers approved by the Professional Educators Licensing and Standards Board (PELSB);
- Equipment, training materials, and software licenses for apprentice tracking systems for the programs;
- Marketing costs associated with the recruitment of signatory school districts, charter schools, Tribally Controlled Schools, and service cooperatives, journeyworker teachers, and apprentices; and,
- Subawards to signatory school districts, charter schools, Tribally Controlled Schools, and service cooperatives to offset costs for participation in the program. Subawards may be used for:
 - Apprentice tuition and fees, scholarships, and other supportive services
 - Journeyworker teacher stipends
 - It is the responsibility of the Grantee to assure that sub-award costs are not also being paid through other funding sources.

Grant money may not be used to pay for apprentice wages and registered apprentices must not incur any cost for their participation in the apprenticeship programs.

Collaboration

Applicants may apply as an individual organization.

Selection Criteria and Weight

The review committee will be reviewing each applicant on a 100 points 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.

The Registered Teacher Apprenticeship Program has the following weighted criteria in measurable outcomes and in reaching diverse populations:

Scoring Factor	Scoring Criteria	Total Points Possible
Program summary overview	Clearly summarized goals and the major activities and/or services they will provide to meet each of those goals and intended outcomes.	5
Equity	Sufficiently demonstrated their ability to embed the principles and practices of equity, diversity and inclusion into their registered apprenticeship program.	10
Program collaboration	Serves a statewide audience/schools from all regions of the State of Minnesota.	10
Program partners	Ensures that the grant will serve multiple participating school districts.	10
Program activities and services	Described in detail work to be performed to achieve their planned grant outcomes.	15
Work plan	Included a realistic timeline for major program activities, resources, partner roles, and grant outcomes.	15
Outcomes	Provided both quantitative and qualitative measures for grant program activities and services. The measures are sufficient to demonstrate work was completed. Outlined a process for how data will be collected.	15
Program sustainability	Included information on how the registered apprenticeship program will be sustained beyond the life of the grant.	10

Scoring Factor	Scoring Criteria	Total Points Possible
Budget and budget narrative	<p>Provided a listing of budgeted line-items that are within the allowable expense category and any mandated limitations.</p> <p>Proposed a budget that is appropriate for anticipated uses.</p> <p>Provided a budget narrative with a detailed account for proposed expenditures.</p>	10
	Total score available	100

Questions, Technical Assistance and Information Sessions

All questions regarding this RFP must be submitted by email to lyla.brown@state.mn.us.

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.

Questions and answers will be posted within 7 days of receipt at:

<https://www.dli.mn.gov/business/workforce/registered-teacher-apprenticeship-program-rtap-grant>. Please submit questions no later than 4:30pm Central Daylight Time, on Friday, September 19, 2025.

All prospective applicants are encouraged to attend an information session. Informational webinars will be held on Thursday, September 4, 2025, at 10.30am. Registration link below:

<https://events.gcc.teams.microsoft.com/event/af322606-ef1a-4686-975c-4781cb9bacf8@eb14b046-24c4-4519-8f26-b89c2159828c>

Thursday, September 11, 2025, at 1.00pm. Registration link below:

<https://events.gcc.teams.microsoft.com/event/6cbe2f2f-715d-467b-a73b-537c74047be6@eb14b046-24c4-4519-8f26-b89c2159828c>

Request for Proposals (RFP) Part 2: Submission

Applications must be received no later than 4:30pm Central Time, on Friday, September 26, 2025. If applications are mailed, they must be postmarked by Friday, September 26, 2025. The applicant will incur all costs associated with applying to this RFP. **Late applications will not be accepted.**

Email to:

Lyla Brown

Email: lyla.brown@state.mn.us

Or, mail to:

Lyla Brown c/o Nou Yang

Apprenticeship Division, MN Department of Labor and Industry

443 Lafayette Road, N

Saint Paul, MN 55166

Application Content

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

1. Application Form
2. Exhibit A: Capacity Responses
 - Exhibit B: Certification of Not Suspended-Debarred
3. Exhibit C: Evidence of Good Standing
 - Exhibit D: Nonprofit Documents
 - Exhibit E: Certification of No Conviction of Felony Financial Crimes
 - Exhibit F: Affidavit of Non-Collusion
 - Most recent 990 and/or audit
 - Workers Compensation Policy
 - Equal Employment Opportunity Policy
 - Letters of support and organizational profile from partners including signatory employers and teacher preparation providers partners
 - Copy of sub-award policy, if applicable
 - Position descriptions of staff employed by grant

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.

Request For Proposals (RFP) Part 3: Application Review Process

Review Process

Funding will be allocated through a competitive process with review by a committee representing apprenticeship specialists, education / teaching specialists and financial specialists. The review committee will

use the point scale provided above 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 and award notification will be by email to applicants.

Timeline

RFP posted on the DLI web site: Tuesday, September 2, 2025

Questions due no later than 4:30 pm Central Time: Friday, September 19, 2025

Applications due no later than 4:30 pm Central Time: Friday, September 26, 2025

Committee begins review of applications: October 2025

Selected applicants undergo pre-award risk assessment: November 2025

Selected grantees announced; grant contract agreement negotiations begin: November to December 2025

Work plans approved and grant begins: January 1, 2026

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 [Minnesota Statutes § 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 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.

Public Data

Per [Minnesota Statutes § 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 [State agency] 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.

Request For Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities

Preaward Risk Assessment and Financial Review

In accordance with [Minnesota Statute §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 C-H, 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 award, including implementation for the project. 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 worker's 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 every other month progress update and technical assistance calls. Additionally, the grantee must submit quarterly reports, using templates provided by DLI. Example templates can be found here <https://www.dli.mn.gov/business/workforce/registered-teacher-apprenticeship-program-rtap-grant> and include the following:

1. Reimbursement Payment Request (RPR) for invoicing (template provided by DLI)
2. Expense Summary (template provided by DLI)
3. Participant forms
4. Quarterly Narrative Report (template provided by DLI)

5. Final report (template provided by DLI)

All reports and required supporting documentation must be submitted on a quarterly basis as follows:

- January 1 – March 31 due May 1
- April 1 – June 30 due August 1
- July 1 – September 30 due November 1
- October 1 – December 31 due February 1

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

[Minnesota Statutes § 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

The monitoring schedule will be: on an annual basis.

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the 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.

The invoicing and payment schedule will be as follows:

- January 1 – March 31 due May 1
- April 1 – June 30 due August 1
- July 1 – September 30 due November 1
- October 1 – December 31 due February 1

Authorized Representatives

Pursuant to [Minnesota Statutes §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 the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

Contracting and Bidding Requirements

A. Municipalities

Grantees that are political subdivisions or municipalities must use these guidelines:

- A. Municipalities are required to comply with [Minnesota Statutes §471.345, Uniform Municipal Contracting Law](#).
- B. The Grantee and any subrecipients must comply with prevailing wage rules [per Minnesota Statutes §§ 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.

B. Nongovernmental entities

Grantees that are nongovernmental entities 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 or awarded to a targeted vendor.
- 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 or awarded to a targeted vendor.
- D. 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:
 - a. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - b. [Metropolitan Council Underutilized Business Program](#)
 - c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
- E. 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.
- F. 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.
- G. 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.
- H. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41](#) through [177.50](#), as applicable.
- I. 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](#)

Audits

Per [Minnesota Statutes § 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 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

[Laws of Minnesota 2025, 1st Spec. Sess. chapter 6, article 2, section 2, subdivision 8\(d\)](#)

Grant contract agreement templates are available for review at: [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab](#)

Ineligible Expenses

As referenced in [Laws of Minnesota 2025, 1st Spec. Sess. chapter 6, article 2, section 2, subdivision 8\(d\)](#), ineligible expenses include but are not limited to:

- Apprentice wages
- Personnel costs for signatory school districts, charter schools, Tribally Controlled Schools, and service cooperatives
- Direct funding to program participants
- 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

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, 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 per [Minnesota Statutes § 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.

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](#).

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

The grantee will comply with [Minnesota Statutes §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be 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 Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request, or pay for information solicited or obtained.

Attachments

1. Application Form
2. Exhibit A: Capacity Responses
3. Exhibit B: Certification of Not Suspended-Debarred
4. Exhibit C: Evidence of Good Standing
5. Exhibit D: Nonprofit Documents
6. Exhibit E: Certification of No Conviction of Felony Financial Crimes
7. Exhibit F: Affidavit of Non-Collusion
8. Most recent 990 and/or audit
9. Workers Compensation Policy
10. Equal Opportunity Policy
11. Letters of support and organizational profile from partners including signatory employers and teacher preparation providers partners
12. Copy of subaward policy, if applicable
13. Position descriptions of staff employed by grant