



New and Expanded Registered Apprenticeship Program (RAP) Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Labor and Industry
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dli.mn.gov/grants

Nov. 18, 2025

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To obtain this information in a different format, call 612-284-5467.

Cover page

Table 1, RFP summary

<p>Available funding</p>	<p>Up to approximately \$192,000. The maximum amount a single applicant may apply for is pro-rated based on the number of anticipated registered apprentices.</p> <ul style="list-style-type: none"> • 1 registered apprentice: up to \$7,500 • 2 registered apprentices: up to \$12,000 • 3 registered apprentices: up to \$16,500 • 4 registered apprentices: up to \$21,000 • 5 registered apprentices: up to \$25,500 • 6 or more registered apprentices: up to \$30,000
<p>Purpose</p>	<p>This grant program seeks to aid employers in the development of new registered apprenticeship programs and in the expansion of existing apprenticeship programs in apprenticeable occupations. Priority will be given to programs in targeted industries: education, semiconductors, information technology, advanced manufacturing, healthcare, hospitality, the public sector and construction.</p>
<p>Period of performance</p>	<p>The term of the initial grant period is anticipated to be from the date the contract is fully executed, for a period of up to 12 months, or June 30, 2027, whichever comes first.</p>
<p>Application due date</p>	<p>Applications are accepted beginning June 30, 2026, and will continue on a rolling basis until funds are depleted, or Dec. 1, 2026, whichever comes first. Applications are due by the last day of each month. Submit applications by email to ruth.taylor@state.mn.us.</p>
<p>Questions</p>	<p>Questions may be submitted by phone or email. Questions received will be answered in the FAQs each Monday while the RFP is open.</p> <p>Contact: Ruth Taylor</p> <p>Email: ruth.taylor@state.mn.us</p> <p>Phone: 651-284-5467</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>
<p>Notification of award</p>	<p>Applicant awards will be announced on a rolling basis, within one month of submitting an application.</p>
<p>RFP and documents</p>	<p>https://www.dli.mn.gov/business/workforce/new-and-expanded-registered-apprenticeship-program-grant</p>

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RFP Part 1: Overview

Grant overview

- Grant name: New and Expanded Registered Apprenticeship Program (RAP) Grant.
- dli.mn.gov/business/workforce/new-and-expanded-registered-apprenticeship-program-grant
- Open for applications: June 30, 2026
- Application due date: Applications are accepted on a rolling basis until funds are depleted, or Dec. 1, 2026, whichever comes first.

The Minnesota Department of Labor and Industry's (DLI) mission is to ensure Minnesota's work and living environments are equitable, healthy, and safe. DLI serves employees, employers and the public by regulating buildings and workplaces through education and enforcement.

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.

This grant is fully funded through a \$4,700,000 State Apprenticeship Expansion Formula Grant (Award # 24A60AP000057) that DLI received from the U.S. Department of Labor/Employment and Training Administration. All grant awardees will need to comply with the requirements in [2 CFR 200](#) and [2 CFR 2900](#) . including but not limited to the provisions required by [eCFR :: Appendix II to Part 200, Title 2 -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

The policies listed in this RFP can be found on the [website of the Minnesota Department of Administration, Office of Grants Management](#), and are applicable to all state agencies.

Funding availability

- Up to \$192,000 is available for funding.
- The maximum amount of funding that can be requested by any single applicant is pro-rated based on the number of anticipated registered apprentices.
- 1 registered apprentice: up to \$7,500
- 2 registered apprentices: up to \$12,000
- 3 registered apprentices: up to \$16,500
- 4 registered apprentices: up to \$21,000
- 5 registered apprentices: up to \$25,500
- 6 or more registered apprentices: up to \$30,000
- DLI plans to award funding to approximately 6 to 25 applicants.

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.

If an awarded organization is unable to expend the award or complete the grant execution, DLI reserves the right to reallocate awarded funds to other organizations who have been awarded New and Expanded Registered

Apprentice Program Grant funds, who have demonstrated satisfactory grant performance and who have the ability to utilize additional funds.

Table 2, funding summary

Funding	Estimate
Estimated amount to grant	\$192,000
Estimated number of awards	6 to 25
Estimated award maximum	\$30,000, maximum award for six or more registered apprentices 5 registered apprentices: \$25,500 4 registered apprentices: \$21,000 3 registered apprentices: \$16,500 2 registered apprentices: \$12,000 1 registered apprentice: \$7,500

Match requirement

There is no match requirement for this grant.

Project dates

Estimated project dates are the date the contract is fully executed, for a period of up to 12 months, or June 30, 2027, whichever comes first.

Funding is available through June 30, 2027.

There will not be an option for continuation beyond June 30, 2027.

Eligibility

Applicants must meet the minimum requirements to be considered for this grant opportunity. If an application does not fully meet these requirements it will not be further reviewed.

The grant program seeks proposals from Minnesota businesses, employers, employer associations, apprenticeship committees and existing registered apprenticeship sponsors in good standing with the state of Minnesota that are looking to create a new RAP or expand an existing RAP in apprenticeable occupations. Funding priority will be given to applicants targeting these focus industries: education, semiconductors, information technology, advanced manufacturing, healthcare, hospitality, the public sector and construction.

To be eligible for funding, applicants must:

1. meet the application deadline;
2. submit a complete application with supporting documents as appropriate; and

3. be an eligible applicant.

Priorities

Apprenticeship Minnesota currently supports approximately 150 RAP sponsors. This grant funding seeks to increase the number of RAPs and the variety of occupations in the state, particularly in education, semiconductors, information technology, advanced manufacturing, healthcare, hospitality, the public sector and construction to provide greater opportunities for Minnesotans to enroll in RAPs.

This grant will serve:

- Entities developing a new RAP;
- Existing RAPs who are expanding their program through the addition of a new occupation(s).

Grant outcomes will include:

- Development and registration of new RAPs;
- Development and registration of a new occupation(s) within existing RAPs;
- Enrollment of registered apprentices;
- Retention of registered apprentices resulting for a minimum of 90 days.

Outcomes will be measured through the state's approval of new RAPs, new occupations and the enrollment of new registered apprentices. Outcomes will be tracked through the Registered Apprenticeship Partners Information Database System (RAPIDS).

Applicants can achieve desired outcomes through a variety of activities. Eligible activities may include but are not limited to:

- Design and registration of a new RAP or occupation in partnership with DLI staff;
- Development of curriculum;
- Operationalizing the new RAP or occupation;
- Marketing the new RAP or occupation;
- Registering and/or retaining apprentices.

Collaboration

Applicants may only apply as a stand-alone organization. Multi-organizational partnerships are not eligible for this funding.

Selection criteria and weight

The review committee will be reviewing each applicant on a 100-point 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 New and Expanded Registered Apprenticeship Program Grant has the following weighted criteria:

Table 3, scoring criteria

Scoring factor	Scoring criteria	Total points possible
Grant program overview	Clearly summarized goals and the major activities and/or services they will provide to meet each of those goals and achieve the intended outcomes.	15
Recruitment and retention	<p>Program activities clearly articulate an outreach strategy to effectively recruit and retain registered apprentices.</p> <p>Listed community partners and provided examples of past success in working with those groups.</p>	20
Focus industries	Clearly provided the industry, occupation and the number of anticipated apprentices within each occupation. Explained how the registered apprenticeship program will benefit the organization.	10
Work plan	Clearly indicated a timeline for grant activities, including the month and year that meetings activities and milestones will be accomplished. The work plan clearly puts forth a realistic development timeline reflecting an understanding of the development process.	15
Outcomes	<p>Provided both quantitative measures for grant program activities and services. The measures are sufficient to demonstrate work was completed, apprentices were supported and retained.</p> <p>Outlined a process for how data will be collected.</p>	10
Organizational ability	<p>Provided evidence of organizational, programmatic, administrative and fiscal capacity to successfully conduct and administer grant programming.</p> <p>Provided previous grant experience to demonstrate that they have performed similar duties.</p> <p>Provided plan indicating how the organization will maintain the program after the funded contract is complete.</p> <p>Included information as to whether or not there have been recent changes in leadership or financial management systems in the last three years.</p>	20
Budget and budget narrative	Provided a listing of budgeted line-items that are within the allowable expense categories and any mandated limitations.	10

	Proposed a budget that is appropriate for anticipated uses. Provided a budget narrative with a detailed account of proposed expenditures.	
	Total score available	100

Questions, technical assistance and information sessions

All questions regarding this RFP must be submitted by email to ruth.taylor@state.mn.us or by phone to 651-284-5467.

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 received will be [answered in the FAQs](#) each Monday while the RFP is open. The final date to submit questions is Nov. 25, 2026.

RFP Part 2: Submission

Applications will be received on a rolling basis until all available grant funds have been awarded, or, Dec. 1, 2026, whichever occurs first.

The applicant will incur all costs associated with applying to this RFP. **Late applications will not be accepted.**

Email to: Ruth Taylor, ruth.taylor@state.mn.us

An email confirming receipt of application will be sent to each applicant.

Application content

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

1. Completed application form (including work plan and budget)
2. Exhibit A: Certification that the entity is not suspended or debarred by the state of Minnesota or the federal government

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.

RFP Part 3: Application review process

Review process

Funding will be allocated through a competitive process with review by a committee. 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 emailed to applicants.

Timeline

The dates below are to provide an estimated timeline for the grant and may change:

Nov. 13, 2025: RFP posted on the DLI web site; applications reviewed on a monthly basis;

June 25, 2026: Revised RFP posted on the DLI web site; application reviewed on a monthly basis;

Dec. 1, 2026: Applications accepted on a rolling basis until all funds have been awarded, or Dec. 1, 2026, whichever occurs first.

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, 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 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 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).

RFP Part 4: Award requirements and grant management responsibilities

Pre-award risk assessment and financial review

Grant applicants may be required to submit financial, capacity and internal control documents prior to a grant award based on state or federal requirements.

- Nonprofits may be required to submit their most recent board reviewed financial statements, an IRS Form 990 or their most recent certified financial audit.
- All applicants may be required to submit additional documents including descriptions of internal controls over business expenditures and outcomes of grant funds.

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 workers' 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 progress update and technical assistance calls every other month. Additionally, the grantee must submit quarterly reports, using templates provided by DLI. [Example templates can be found here](#) and include the following:

- 1) Reimbursement payment request (RPR) for invoicing
- 2) Expense summary and general ledger
- 3) Participant enrollment forms

- 4) Quarterly narrative report
- 5) Final report

All reports and required supporting documentation must be submitted on a quarterly basis no later than dates below. Quarters and due dates are as follows:

Quarter dates:	Documentation due date:
• Jan. 1 to March 31	May 1
• April 1 to Jun. 30	Aug. 1
• July 1 to Sept. 30	Nov. 1
• Oct. 1 to Dec. 31	Feb. 1

Grantees must also provide a final grant report that 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 state may conduct additional monitoring or financial reconciliations during the performance period.

DLI may choose to conduct grant monitoring per [Policy 08-10](#).

Documentation and reports must be made available to the federal awarding agency upon request; DLI may share documentation with the federal award agency.

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.

Reimbursable expenses must occur within the contracting period and may only be reimbursed after the new RAP, or occupation is approved by the Apprenticeship Division within the Minnesota Department of Labor and Industry.

The grantee may not invoice for more than the maximum amount allowed for the number of apprentices registered and retained for 90 days. The pro-rated maximum grant amounts are:

- 1 registered apprentice: up to \$7,500
- 2 registered apprentices: up to \$12,000
- 3 registered apprentices: up to \$16,500
- 4 registered apprentices: up to \$21,000
- 5 registered apprentices: up to \$25,500
- 6 or more registered apprentices: up to \$30,000

The grantee may not invoice for the incentive payment of \$500 per registered apprentice retained for 90 days until it can demonstrate that the registered apprentice has met the 90-day minimum retention requirement

The invoice and payment schedule will be:

Quarter dates:	Submission due date:
• Jan. 1 to March 31	May 1
• April 1 to June 30	Aug. 1
• July 1 to Sept. 30	Nov. 1
• Oct. 1 to Dec. 31	Feb. 1

Final invoices must be submitted within 30 days of the end of the grant period of performance, as specified in the contract.

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 verbal quotes or bids.
- 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 verbal quotes or bids.
- 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.
- E. 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.
- F. 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.
- G. The grantee and any subrecipients must comply with prevailing wage rules per Minnesota Statutes §§177.41 through 177.50, as applicable.
- H. 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 the Minnesota Department 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

Grant contract agreement templates are available for review on the [Office of Grants Management policies, statutes and forms/forms and FAQs page](#).

All grant awardees will need to comply with the requirements in [2 CFR 200](#) and [2 CFR 2900](#) including but not limited to the provisions required by [eCFR :: Appendix II to Part 200, Title 2 -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

Eligible expenses

Eligible expenses include but may not be limited to:

Incentives, flat rate

Budget categories	Allowable expenditures
Targeted industries start-up RAP incentive	<p>Design and register a new RAP or expand a current RAP to include a new occupation or new industry.</p> <p>Incentive of \$2,000 to be paid after program registration is approved and finalized by the DLI apprenticeship director.</p> <p>Grantees must participate in a minimum of five meetings with DLI development staff as part of the apprenticeship program registration process.</p>
RAP and registered apprentice registration start-up incentive	<p>Registered apprenticeship successfully completes first program review with DLI staff and retains at least one registered apprentice for 90 days.</p> <p>Incentive of \$500 per registered apprentice retained for 90 days, for up to 6 apprentices, not to exceed \$3,000. The grantee may not invoice for the incentive payment of \$500 per registered apprentice retained for 90 days until it can demonstrate that the registered apprentice has met the 90-day minimum retention requirement.</p>

Reimbursable expenses - can only be accessed after the new RAP or occupation is approved

Budget categories	Allowable expenditures
Personnel	Employee wages and benefits directly related to grant program activities and reporting, including internal staff time for teaching related instruction if applicable.

	<p>Identify the positions(s) funded by this grant, the total hourly rate (wages plus fringe), number of hours billed to the grant, and the total cost per position. Positions can also be identified by the portion of the FTE charged to the grant.</p> <p><i>Example: Project coordinator, \$31.25/hr. x 80 hrs. = \$2,500</i></p> <p><i>Example: Project coordinator at .1 FTE (\$65,000 total annual salary, plus fringe) = \$6,500</i></p>
Start-up curriculum expenses	<p>Customized training costs, building in-house curriculum, purchasing curriculum licenses, employee compensation, training materials.</p> <p>Breakout your expenses and provide estimates or quotes where possible.</p> <p><i>Example: \$500 for five OSHA10 certifications.</i></p>
Related instruction (RI)	<p>Apprentice tuition.</p> <p>Breakout your expenses and provide estimates or quotes where possible.</p> <p><i>Example: \$500 per credit x five credits x five apprentices = \$12,500</i></p>
Information technology system	<p>Information technology system software to use for tracking apprentices (licensing fees are not allowed under this expense).</p> <p>Cannot exceed \$4,999.</p> <p><i>Example: Annual subscription to Workhands at \$5,800; grant will cover \$4,999; program will cover remainder.</i></p>
Tools, supplies and materials	<p>Must be directly related to RAP start-up costs and/or RI training.</p> <p><i>Example: \$500 for program marketing materials.</i></p>
Indirect Cost Rate	<p>The grantee may elect to use one of the options below, indicate the rate used in the budget narrative section of the application:</p> <ul style="list-style-type: none"> A. The grantee has an established federal indirect cost rate. Please submit your Negotiated Indirect Cost Rate Agreement showing your approved federal rate. B. The grantee may use the de minimis rate of 15.0%. <p>Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs.</p>

	Costs must be consistently charged as either direct or indirect costs and may not be double charged or inconsistently charged as both.
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All costs submitted for reimbursement must be allowed by the terms of the grant, reasonable and necessary, rationally allocated and adequately documented. No costs can be double funded using other sources.

Reimbursable expenses - *can only be accessed after the new RAP or occupation is approved by the Apprenticeship Division within the Minnesota Department of Labor and Industry.*

Expenses directly related to delivering grant objectives can include incentives, personnel, fringe benefits, start-up curriculum, related instruction, information technology, tool, supplies and materials. These items should be included in the budget as specific budget line items.

Indirect costs benefit more than one objective and are not easily assignable to a specific objective. Indirect cost examples include salaries for executive director, front desk receptionist, square footage of space occupied by indirect staff or general office supplies available to all employees. A grantee may utilize a current federal negotiated indirect cost rate agreement or the current federal de minimis rate applied to modified total direct costs. No supporting documentation specific to indirect costs must be provided or maintained other than the formula used to calculate the indirect amount.

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.). Grantees are expected to establish a grant specific ledger with a unique code or identifier within their accounting system so that all grant expenses can be tracked and reported in an itemized list by date and cost category.

Supporting documentation must be maintained in accordance with grant requirements and provided to the state upon request. DLI reserves the right to require additional supporting documentation upon request.

Ineligible expenses

Ineligible expenses include but are not limited to:

- Direct funding to apprentices and journeymen
- 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.

DLI reserves the right to offset overpayments and disallowances by reducing the subsequent cash payment or requiring repayment of costs.

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, gender identity, 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 per [Minnesota Statutes § 363A.02](#).

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 RFP. 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. Completed application form
2. Exhibit A: Certification that the entity is not suspended or debarred by the state of Minnesota or the federal government