2023

Building Official Training Grant Program

Request for Proposal
## General Information

<table>
<thead>
<tr>
<th><strong>Available program funding</strong></th>
<th>Up to $390,000 total program funding for the year 2023. Up to five fulltime grants may receive up to $65,000 each. Up to two halftime grants may receive up to $30,000 each (See page 3).</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Period of performance</strong></td>
<td>Your proposed date, or the date the contract is fully executed (whichever is later), through Dec. 31, 2023.</td>
</tr>
<tr>
<td><strong>Technical assistance contact</strong></td>
<td>Technical assistance is available for interpreting the Request for Proposal (RFP) or application instructions. Terence Olson at 651-284-5627 or Eileen McNiff at 651-284-5859. Direct emails to <a href="mailto:bot.dli@state.mn.us">bot.dli@state.mn.us</a>.</td>
</tr>
<tr>
<td><strong>Proposal due date</strong></td>
<td>Proposals are accepted through 4 p.m., September 9, 2022. Proposals will not be accepted after that date. Submit by email to <a href="mailto:bot.dli@state.mn.us">bot.dli@state.mn.us</a> or Mail to: Minnesota Department of Labor and Industry ATTN: Eileen McNiff 443 Lafayette Road N. St. Paul, MN 55155. See specific mailing instructions on page 7.</td>
</tr>
<tr>
<td><strong>Review period</strong></td>
<td>Proposals will be reviewed September 26, 2022.</td>
</tr>
<tr>
<td><strong>Notification of grant awards</strong></td>
<td>Those awarded grants will be notified November 18, 2022</td>
</tr>
</tbody>
</table>

All documents are online at [http://www.dli.mn.gov/bot](http://www.dli.mn.gov/bot).
Request for Proposal (RFP)

Overview
The purpose of the Building Official Training Grant Program (hereafter referred to as the BOT Grant Program) from the Minnesota Department of Labor and Industry (DLI) is to provide support through partial funding and training guidance, for the implementation and coordination of partnerships between the State of Minnesota and qualified municipalities, that will provide education, work experience and competency-based skills training that prepares trainees, 18 years of age and older, to achieve a building official-limited (BOL) certification and gain experience in building inspection and plan review while working toward their building official certification.

Objective of the RFP
A request for proposal (RFP) notifies potential grant applicants of competitive grant opportunities. The RFP provides information of state funds that are available to as many qualified municipalities as possible and helps potential applicants make informed decisions on applying for and managing state grants.

DLI seeks proposals from qualified municipalities to partner with and provide partial funding through competitive grants.

The objective is to promote, encourage and provide support to municipalities who will educate and train individuals on their path to becoming building officials. The municipalities will provide training through educational instruction and paid on-the-job learning opportunities in the administration and enforcement of the Minnesota State Building Code. Successful grant applicants will demonstrate the ability to achieve these objectives.

Funds available

DLI may award, in BOT Grant Program grants, up to $390,000 total for the 2023 grant cycle. Individual grants may be awarded as a “fulltime” or a “halftime” grant. Applicants shall clearly state in their proposal whether they are applying for a fulltime or halftime grant.

- Up to five full-time grants:
  - The municipality provides education and training in compliance with the requirements of Attachment 1 (training requirements). This will be a one-year, full-time training period for one person, with an award of up to $65,000.

- Up to two half-time grants:
  - The municipality provides education and training in compliance with the requirements of Attachment 1 (training requirements). This will be a one-year, half-time training period for one person, with an award of up to $30,000. This could allow a municipality the opportunity to cross train an individual, from another department, in the enforcement of building codes.

In both types of grants, the Trainee must achieve a building official-limited (BOL) certification within one year of hire to be in compliance with MN. Statute 326B.135 Subd. 4.

Funding will be allocated through a competitive process with review by a committee representing industry knowledge. The BOT Grant Program committee will review and score grant applications and proposals. DLI expects to announce selected grantees in December. If selected, you may only incur eligible expenditures when the grant contract agreement has been fully executed and the grant has reached its effective date.
Minimum Qualifications

To be considered a “qualified municipality,” applicants must meet the following requirements.

- Applicants must be a “municipality” as defined in MN. Admin. Rules 1300.0070 subp. 17; MN. Statute 326B.103 subd. 9.
- A municipality must administer and enforce the Minnesota State Building Code by having adopted the code by ordinance in compliance with MN. Statute 326B.121 subd. 2(a)(b).
- Education and training must be under the direct supervision of a Minnesota Certified Building Official certified in accordance with MN. Admin. Rules 1301.0300 p. C (1).

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. The Minnesota Office of Grants Management (OGM) Policy 08-02 establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

Diverse populations include racial and ethnic communities including Native Americans, LGBTQI communities, disabled communities, veterans and geographical diversity.

The BOT Grant Program will, through funding and training guidance, assist qualified municipalities establish inclusive training programs that will train individuals to achieve BOL certifications and serve diverse populations within their communities, enforcing compliance with Minnesota’s building codes to ensure life safety for all.

This grant will serve:
- diverse populations based on the OGM definition.
- Municipalities that have not previously received BOT Grant Program funding.

Grant outcomes will include:
- Awards to municipalities that actively pursue diversity and inclusion policies and practices.
- Review and scoring will include weighted criteria that assess a municipality’s diversity and inclusion policies and practices.
- Trained building inspectors/plan reviewers, with BOL certifications, that can serve diverse populations and communities.

Eligibility requirements

1. Applicants must meet the “minimum qualifications” listed above.
2. Applicants must submit a completed application, which includes the proposal, budget, and budget narrative, on or before 4 p.m. on September 9, 2022.
3. Grants that are awarded will be restricted to one BOT Grant Program trainee per municipality.
4. Proposals must contain enough information to sufficiently support an applicant’s ability to deliver the services described in its proposal and application or the applicant’s ability to deliver the services described through collaboration with another municipality. Any services provided by collaborating municipalities must be clearly defined in the proposal. A copy of a joint powers agreement between the collaborating municipalities must accompany the application and the corresponding box must be checked on the application.
Collaboration

Collaboration between a municipality and other municipalities or organizations to achieve the requirements of the grant is allowed.

Selection criteria and weight

Proposal evaluation

A 100-point scale will be used to create the final evaluation recommendation. (See “Grant Program Proposal” instructions on pages 6 and 7.)

The scoring factors and weight that applications will be judged on are based on:
- The 2023 total funding appropriation of $390,000.
- Whether the applicant has received BOT Grant Program funding previously.
- Full-time or half-time employment of the perspective trainee.
- Qualifications and details showing the applicant’s ability to accomplish all training requirements.
- The applicant’s need for the grant and how their program will be sustained after funding ends.
- The applicant’s financial management capacity and records keeping.
- The applicant’s diversity and inclusion policies and efforts.

Please note that grantees may only incur allowable expenditures once a grant contract is fully executed between the grantee and the state, and the grant has reached its effective date. No invoices will be paid for expenses incurred prior.

The responder will bear all costs incurred in responding to this RFP.

This RFP does not obligate the state to award any funding and the state reserves the right to cancel the solicitation if it is considered to be in the state’s best interest.

Technical assistance and questions

Technical assistance is available for interpreting the RFP and application instructions by contacting Terence Olson at 651-284-5627 or Eileen McNiff at 651-284-5859.

Submit all questions about this RFP or the application process in email form to bot.dli@state.mn.us. The answers to questions received by August 31, 2022, will be available to all, weekly, on the website at http://www.dli.mn.gov/bot.

Other DLI personnel are NOT authorized to discuss this RFP with prospective responders before the proposal submission deadline. Contact regarding this RFP with any DLI personnel other than Eileen McNiff or Terence Olson could result in disqualification.

Proposal

DLI will provide an application training power point on the BOT Grant Program website to assist with instructions to properly complete the proposal content.

For information on the BOT Grant Program, materials, proposal, application and related documents visit the website at http://www.dli.mn.gov/bot.

Goals and work plan, budget and budget narrative information for this funding request must be entered into the worksheet format in the application.

The complete, signed BOT Grant Program application submittals will be your formal proposal.
Required application content:

1. **Cover sheet:**
   a. Municipality/jurisdiction: name and address.
   b. Authorized representative of the municipality for this grant process:
      i. name, email address and phone number.

2. **Qualifications (20 points):**
   a. Previous year’s total permits valuation listed by permit type.
   b. List of certified building officials on staff and their roles in providing the training during the Grant Program.
   c. Trainer(s’) certifications, experience and collaboration with the construction industry (inspectors, plans examiners, permit techs, administrative staff).

3. **Inclusion and diversity (20 points):**
   a. Describe your municipality’s inclusion, diversity and equity policies and practices.
   b. Describe how you will reach, engage and recruit individuals to become your trainee using inclusive practices.
   c. Explain the diversity of the population your building codes department serves.
   d. Indicate whether your municipality has received a BOT Grant Program grant before.

4. **Goals and work plan (20 points):**
   a. Statement detailing the municipality’s need for this grant.
   b. Goals for participating in this BOT Grant Program.
   c. Detailed work plan:
      i. Review the requirements of the BOT Grant Program detailed in the “Training Requirements” document and agree by authorized signature.
      ii. Provide details of the roles that grantee staff members will play in achieving the training requirements.

5. **Sustainability (10 points):**
   a. Potential for continuing the employment of the trainee after the initial BOT Grant Program funding.

6. **Program outcome expectations (10 points):**
   a. What are the municipality’s expectations for:
      i. The Grant Program trainee.
      ii. The building department.
      iii. The municipality.

7. **Budget request form and budget narrative (20 points):**
   a. Complete pages 5 and 6 of the Application.

**Submitting the proposal application**

All proposals must be submitted via email or United States mail.

The applicant will incur all costs incurred in applying to this RFP.

Proposals submitted by email must be emailed to: bot.dli@state.mn.us.

Proposals submitted by United States mail must be directed to:

Minnesota Department of Labor and Industry
Attn: Eileen McNiff
443 Lafayette Road N
St. Paul, MN 55155
If the proposal is submitted by United States mail, then:
   1. Proposals are to be sealed in mailing envelopes or packages with the applicant's name and address written on the outside; and
   2. Each copy of the proposal must be signed in ink by authorized representative of the municipality.

All proposals must be received no later than 4 p.m. on September 9, 2022.
Faxed proposals will not be considered.
Late proposals will not be considered.

Review process and timeline

The BOT Grant Program 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.

Each proposal area will be evaluated separately.

Proposals will first be reviewed for responsiveness to determine if the mandatory requirements listed below have been met and if the proposal is complete (containing all required elements listed in Proposal Checklist on page 12). Incomplete proposals that do not meet the mandatory requirements will not be evaluated and will not move on for further review.

Mandatory Requirements (scored as pass or fail)

The following will be considered on a pass or fail basis:
   1. Completed applications received by 4 p.m., September 9, 2022.
   2. Applicant must meet the “Minimum Qualifications” listed on page 3.
   3. The applicant must submit enough information to sufficiently support the municipality’s ability to deliver the services described in the proposal.

Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>RFP posted on the DLI CCLD BOT Grant Program web site</td>
<td>August 8, 2022</td>
</tr>
<tr>
<td>Questions due no later than 4 p.m. Central Time</td>
<td>August 31, 2022</td>
</tr>
<tr>
<td>Applications due no later than 4 p.m. Central Time</td>
<td>September 9, 2022</td>
</tr>
<tr>
<td>Committee begins review of applications</td>
<td>September 26, 2022</td>
</tr>
<tr>
<td>Committee recommendations submitted to DLI commissioner for review</td>
<td>November 18, 2022</td>
</tr>
<tr>
<td>Selected grantees announced; grant agreement negotiations begin</td>
<td>December 2022</td>
</tr>
<tr>
<td>Contract agreements executed and grant begins</td>
<td>January 2023</td>
</tr>
</tbody>
</table>

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, 08-01 Conflict of Interest in State Grant-Making Policy and HR/LR Policy #1445 Code of Ethical Conduct.

Organizational Conflict of Interest:
A conflict of interest can occur with an organization that is a grant applicant in a competitive grant process or grantee of a state agency.
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; and
- 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 Minn. Stat. § 13.599:

- Names and addresses of grant applicants and the 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 Minn. Stat. §13.37 and federal tax identification numbers) will be public data after the evaluation process is completed. Completion of the evaluation process occurs when the government entity has completed negotiating the grant contract with the selected responder.
- All data created or maintained by DLI as part of the evaluation process (except trade secret data as defined and classified in Minn. Stat. § 13.37 and federal tax identification numbers) will be public data after all grant agreements have been fully executed.

If the responder submits information in response to this RFP that the responder believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the responder must:

- clearly mark all trade secret materials in its response at the time the response is submitted.
- include a statement with its response justifying the trade secret designation for each item; and
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the state, its agents and employees, from any judgments or damages awarded against the state in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the state’s award of a grant. In submitting a response to this RFPs, the responder agrees that this indemnification survives as long as the trade secret materials are in possession of the state.

The state will not consider the proposed budget submitted by the responder to be proprietary or trade secret materials.
Grant provisions

Allowable expenditures

Invoices for approved expenditures will be reimbursed quarterly. Documentation of all allowable grant expenditures is required for reimbursement. Required reimbursement forms will be provided by the grant administrator. For allowable expenditures examples may include the following.

<table>
<thead>
<tr>
<th>Categories</th>
<th>Examples of allowable expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee payroll expenses</td>
<td>• Trainee wages and benefits&lt;br&gt;• Reimbursements for in-state travel directly related to the grant program</td>
</tr>
<tr>
<td>Trainee education and training</td>
<td>• Trainee educational training required to complete the grant program&lt;br&gt;i.e.: AMBO Region III, AIBO U of M annual institute, CCLD seminars, ICC, OSHA 10</td>
</tr>
<tr>
<td>Support services</td>
<td>• Trainee certifications costs&lt;br&gt;• Books, training supplies, safety equipment required for trainee</td>
</tr>
</tbody>
</table>

Ineligible expenses:

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,
- Out of state transportation and travel expenses, (Minnesota will be considered the home state for determining whether travel is out of state), and
- Parking or traffic violations.

Proposal contents accuracy

By submission of a proposal, the responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential contract award. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Sample grant contract

Responders should be aware of the state’s standard grant contract terms and conditions in preparing your response. A sample grant contract is posted at [http://www.dli.mn.gov/bot](http://www.dli.mn.gov/bot). Much of the language reflected in the contract is required by statute. If a responder takes exception to any of the terms, conditions or language in the contract, the responder must indicate those exceptions in the response to the RFP; certain exceptions may result in the responder’s proposal being disqualified from further review and evaluation. Only those exceptions indicated in the response to the RFP will be available for discussion or negotiation.

Accountability and Reporting

Grant monitoring requirements will be detailed in the grant contract and a schedule of quarterly invoice and reporting deadlines will be included in the addendum. The monitoring process will be comprised of the following.
Financial reporting and payments

Financial reporting and reconciliation will be required quarterly using forms provided by the Grant Administrator including the reimbursement payment request (RPR) invoice and the expense summary. This will involve reconciling a grantee’s submitted invoices with the supporting documentation such as, but not limited to payroll records, time sheets and expense receipts.

The final payment will be withheld pending verification that all training requirements have been achieved and all invoices have been reconciled.

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.

Training tracking and reporting

Quarterly progress reports will include the training and instruction requirements achieved with a supporting progress narrative report that summarizes each aspect achieved.

These progress reports will be measure against the training requirements included in the contract agreement as an attachment.

Training tracking Excel worksheets will be provided for reporting convenience.

Grant Monitoring

Compliance with the requirements of the BOT Grant Program will be verified via monitoring and completion of reporting forms provided by DLI.

Grant monitoring visit(s) as per Minn. Stat. §16B.97 and the “Policy on Grant Monitoring” require the following:

a. The Grant Program monitoring visit(s) will be scheduled by the Grant Administrator and will be attended by DLI staff and the related municipal staff.

b. There will be a review of trainee progress to ensure the Grant Program training and instruction requirements are being achieved.

c. Progress will be gauged at that point in relation to the overall program requirements and any problems or issues, faced by the grantee, will be addressed.

d. Any changes or modifications to the grantee training staff or the Grant Program will be discussed.

e. Financial reconciliation will be reviewed, and issues addressed.

f. A grant management form will be used to track all progress from the visit(s) and reports. The documentation will be kept on file.

Grantee bidding requirements for municipalities

Grantee municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in Minn. Stat. §471.345 and

- The requirements of prevailing wage for grant-funded projects that include construction work of $25,000 or more, per Minn. Stat. §§177.41 through 177.44. These rules require 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 not contract with vendors who are suspended or debarred in Minnesota (see http://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 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 5000.3420.

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 technical information about this RFP, contact either:

Eileen McNiff  
Department of Labor and Industry  
443 Lafayette Road N  
St. Paul, MN 55155  
651-284-5859  
bot.dli@state.mn.us

Terence Olson  
Department of Labor and Industry  
443 Lafayette Road N  
St. Paul, MN 55155  
651-284-5627  
bot.dli@state.mn.us
Grant Program Proposal Checklist

- Viewed the Application instruction power point.
- Submission and DLI receipt of the completed Grant Program application by 4 p.m. Sept. 9, 2022
- Review the sample grant contract
- Provide proof of workers’ compensation insurance coverage
- Included a copy of an effective and equal opportunity policy and any information about your municipality’s inclusion and diversity programs
- Joint powers agreement if collaborating with another Municipality
- Signed Addendum
- Signed Training Requirements document
- Signed and notarized Affidavit of Non-collusion

Attachments

- Training requirements document
- Proposal Application worksheet
- Sample Contract Agreement

Definitions

**Authorized representative:** The individual authorized by the municipality to enter into contractual agreements.

**Collaboration:** Collaboration is generally defined as: Working jointly with others or together especially in an intellectual endeavor or the action of working with someone to produce or create something.

**Competitive Grant:** A competitive grant is a grant that is awarded through an application process in which multiple grant applications are solicited through a notice of grant opportunity or RFP and reviewed by the state agency. In a competitive grants process, grants are awarded to those applicants that most closely meet the selection criteria identified by the granting agency, based on the availability of grant funds.

**Conflicts of Interest:** Conflicts of interest may be actual, potential, or perceived.
- An actual conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict.
- A potential conflict of interest is when an applicant, potential grantee, grant reviewer, state employee, or other relevant party has a relationship, affiliation, or other interest that could create an inappropriate influence if that organization or individual is called on to provide assistance or advice to the State.
- A perceived conflict of interest is any situation in which a reasonable person would conclude that conflicting duties or loyalties exist.

Statutory provisions for conflict of interest apply to everyone involved in the grant award process, including both state employees and other participants. Relevant statutes are Minnesota Statutes 10A.07, 15.054, 15.43, 16C.04, 43A.38, 471.87.

Grants Management Policy 08-01, the Conflict-of-interest Policy for State Grant-Making, addresses potential conflicts of interest in the grant award process. This policy also applies to organizations that are...
current state grantees or grant applicants. Grants Management Policy 08-01 includes procedures to avoid both individual and organizational conflicts of interest.

**Cost Reimbursement Payment:** A cost reimbursement payment is a type of grant payment in which the grantee incurs the expenses before requesting repayment from the grantor.

**Diverse Populations:** Racial and ethnic communities including Native Americans, LGBTQI communities, disabled communities, veterans, geographical diversity within and across Minnesota – including greater MN., urban/metro.

**Encumbrance:** A valid obligation authorized or incurred in the state's accounting system and eligible for payment.

**Financial Reconciliation:** A financial reconciliation involves reconciling a grantee’s request for payment for a given period with supporting documentation for that request, such as purchase orders, receipts and payroll records and occurs before payment is made.

**Grant:** A grant is the transfer of cash or something of value to a recipient to support a public purpose authorized by law.

**Grant Agreement:** A written instrument or electronic document defining a legal relationship between a DLI and a grantee, for the purpose of transferring cash or something of value to the grantee to support a public purpose authorized by law.

**Grant Amendment:** An addition, deletion, or change to a grant agreement that is fully executed. Amendments must detail why the amendment is necessary and must be fully executed to be enforceable.

**Grant Award Notification:** For the purposes of this policy, this refers to the state agency’s official notice of a grant award that takes place after the corresponding grant application process has been completed.

**Grant Budget:** A grant budget is a plan for all income and expenses for the grant project and is based on the grant work plan. Grant budgets typically include line items for salaries and benefits, training, travel and transportation, equipment, education expenses, and program expenses.

**Grantee:** Municipality that applies for and receives a grant

**Grantor:** A person or institution that makes a grant or conveyance

**Grant Monitoring Visit:** A grant monitoring visit involves both state granting agency staff and the grantee and occurs before final payment is made. It will be conducted by MS Teams.

**Grant Program:** The Department of Labor and Industry’s Building Official Training Grant Program.
Grant Outcomes: Grant outcomes are the observable and measurable results that are expected from the grant.

Grant Reviewer: A grant reviewer is a person that evaluates competitive grant proposals. Grant reviewers include state employees, appointed members serving on an executive branch board, committee, authority, task force, and council and community members.

Half-time employment: A full-time employee working half-time in another department or position.

Incurred Expenses: Charges incurred by the grantee requiring the provision of funds. Expenses can only be incurred once the Contract Agreement is executed.

Outcomes: Observable and measurable results that are expected from the grant.

OGM: Minnesota’s Office of Grants Management.

Part-time employment: an employee working 32 hours or less per week.

Progress Reports: A grant progress report summarizes grant activities and outcomes for a given period. A progress report may have narrative, statistical and/or financial elements. Information requested in a grant progress report may include, but is not limited to, goals and objectives, activities, outcomes, challenges, lessons learned and financial information.

Public Notice: A defined process that ensures a fair and equitable distribution of grant opportunities. At a minimum, opportunities must be posted on DLI’s website. Staff should also pursue additional methods, including culturally specific or community newspapers, community meetings, and other outreach.

Qualified municipality: To be considered a “qualified municipality”, applicants must meet these requirements:

- Applicants must be a “municipality” as defined in MN. Admin. Rules 1300.0070 subp. 17; MN. Statute 326B.103 subp. 9
- A municipality must administer and enforce the Minnesota State Building Code by having adopted the code by ordinance in compliance with MN. Statute 326B.121 subd. 2(a)(b).
- Education and training must be under the direct supervision of a Minnesota Certified Building Official certified in accordance with MN. Admin. Rules 1301.0300 p. C (1).

Reimbursement Payment: A type of grant payment in which an agency releases payment to the grantee only after the grantee both incurs and pays its expense. Expenses must be supported by adequate documentation. This is the preferred method of payment.

Responder: The applicant
**RFP:** Request for Proposal (RFP) – data outlining the responsibilities the granting agency wants the grantee to assume

**RPR Invoice:** Reimbursement Payment Request: a required DLI document that must be submitted with the required supporting documents before payment reimbursement can be considered.

**Trainee:** Person undergoing training for a job or profession

**Trainer:** Person who guides, trains, or instructs someone

**Work plan:** A written project or management tool that identifies desired activities (including diversity and inclusion for traditionally marginalized communities), timelines, performance measurements, and outcomes.