DEPARTMENT OF LABOR AND INDUSTRY

2026 Building Official Training (BOT) Municipal Grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Labor and Industry
Construction Codes Licensing Division (CCLD)
443 Lafayette Road North
Saint Paul, MN 55155
Grants | Minnesota Department of Labor and Industry
www.dli.mn.gov/grants

09/22/2025

To obtain this information in a different format, call: 651-284-5627.

Cover Page

Table 1 RFP Overview

Available funding:	Approximately $750,000 total program funding is available for the 2026 grant cycle. There are up to ten (10) full-time grant opportunities available with funding awards of up to $75,000 each.
Purpose:	Each grant is intended to provide partial funding and training guidance to qualified municipalities who wish to establish or continue a training program, in their municipality, to train one full-time employee of their building code department, on the path to becoming a Minnesota certified building official.
Period of Performance:	The term of the initial grant period is **anticipated** to be from January 1, 2026, or the date the contract is fully executed, whichever occurs later, through December 31, 2026.
Application Due Date:	Application period begins September 22, 2025. Applications are due no later than 4:00pm Central Daylight Time on October 17, 2025. Submit applications by email to: bot.dli@state.mn.us
Questions:	Technical questions such as obtaining/submitting documents, website navigation or informational webinar can be asked by phone or email and will be answered in a timely manner. Contact: Terence Olson, Municipal BOT Grant Administrator. Email: bot.dli@state.mn.us or phone (651) 284-5627. Questions about the RFP, application help, content intentions or clarifications and qualifications, must be submitted by email only and will be collected and posted, with answers, on the BOT grant website each Friday until October 10, 2025, at: http://www.dli.mn.gov/bot under the FAQ tab. Submit questions no later than noon, October 10, 2025. 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.
Review and Notification of Award:	Preliminary review of application eligibility will start on October 17, 2025. Evaluations by the Review Committee will begin October 22, 2025. Applicant awards will be announced in November 2025.
All RFP and application documents can be found at:	http://www.dli.mn.gov/bot

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Request for Proposals (RFP) Part 1: Overview

Grant Overview

- Grant Name: Building Official Training (BOT) Municipal Grant
- http://www.dli.mn.gov/bot
- Open for Applications: September 22, 2025
- Application Due Date: October 17, 2025

The Building Official Training Municipal Grant program (referred to as the BOT Grant or BOT) from the Construction Codes and Licensing Division (CCLD) of the Minnesota Department of Labor and Industry (DLI) was created to offer competitive grants to qualified municipalities that want to establish a training program, in their municipality's building code department, to train an individual toward becoming a Minnesota certified building official.

The BOT Municipal Grant Program provides partial funding and training guidance, through grant requirements, to awardees to establish or continue an existing BOT training program in their municipality. Their training program will provide the full-time building code department trainee with on-the-job training and education in building code enforcement while under the supervision of the municipality's Minnesota certified building official. The trainee will begin by serving as a construction code inspector as specified in Minnesota Statutes 326B.135 and must achieve the commissioner's competency criteria by the end of the first year as detailed in Minn. R. 1301.1400. The grant program goal for the trainee is to gain a building official-limited (BO-L) or building official (BO) certification. Minnesota Rules 1301.0300 lists details on the ways that a trainee can accrue certification points.

Funding Availability

Funding for the BOT Grant program is provided by the CCLD permit surcharge surplus as allowed in Minnesota Statute 326B.148 subdivision 1.

- Total amount of funds available for the 2026 BOT grant is up to $750,000.
- The maximum amount of funding that can be requested by any single applicant is $75,000.
- DLI plans to award funding to approximately 10 applicants.
- These funds will be available, until exhausted, during the period of performance or project dates listed in this RFP.

Grant awards will be restricted to one BOT grant per municipality per cycle to either hire a new full-time building codes department trainee or extend the training of an existing BOT grant trainee toward a higher Minnesota certification. The awarded funds are not intended to fully fund the trainee position. Grantee contribution is expected through the matching funds requirement.

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.

Table 2 Funding Overview

Funding	Estimate
Estimated Amount to Grant	$750,000
Estimated Number of Awards	10

Funding	Estimate
Estimated Award Maximum	$75,000

Matching Funds Requirement

The granting agency recognizes that the total cost of implementing a successful project may exceed the amount reimbursed through this grant program. Any additional funds expended beyond the reimbursable amount may be counted as match, provided they meet eligibility requirements. Applicants are expected to provide within their proposal the total cost of the project with the amount of match to demonstrate commitment as leveraged resources toward the proposed project. Match contributions may include cash, in-kind support, or a combination thereof, and must be verifiable, necessary to the project, and allowable under applicable cost principles.

The applicant will be asked to estimate the matching funds in the application budget. All match sources must be clearly identified in the budget narrative.

Match funds must be reported and will be tracked throughout the grant life cycle as a part of the reimbursement process.

Project Dates

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

Funding is available through December 31, 2026.

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 considered for further review.

To be considered eligible, all applicants must be a qualified municipality. For the BOT grant, “municipality” is defined in MN. Rule 1300.0070 subp. 17 and MN. Statute 326B.103 subd. 9 as a city, county, or town.

To be considered qualified a municipality bust meet the following requirements:

1. 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).
2. Education and training must be under the supervision of the municipality’s Minnesota certified Building Official in accordance with MN. Rule 1301.0300 p. C (1) and MN. Rule 1301.1400 subp. 2 G. A Building Official-Limited can NOT be the training supervisor.
3. The municipality must be current in their municipal reporting to DLI including surcharge, fee and expense reports.
4. Applicants must meet the application deadline.

Applicants must submit an application on or before 4 p.m. on October 17, 2025. Page 9 of this RFP lists all documents required to be submitted.

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.

The BOT Grant Program seeks to promote, encourage, and provide support to grantee municipalities who will educate and train individuals on their path to becoming building officials.

These inspectors, when trained, will serve diverse populations within their communities, enforcing compliance with Minnesota's building codes to safeguard public health, safety and general welfare and safety to life and property from fire and other hazards attributed to the built environment.

Review and scoring will include criteria that assess a municipality's diversity and inclusion policies and practices in addition to their ability to provide the required training.

Grant Outcomes

- Municipalities with structured inspection/plan review training programs.
- Trained building inspectors/plan reviewers that can serve diverse populations and communities.
- Trainees that have gained experience in building code administration, building inspection and plan review while working toward their building official certification.
- Grant Trainees that have met the State's competency criteria within the first year of employment and/or obtained a Building Official Limited (BO-L) or Building Official (BO) certification.
- The trainees that have gained valuable experience as a municipal government employee.

Grant Activities

Awardees can achieve the grant's required education and training through a variety of activities. Consult Minnesota Rule 1301.0300 as to which activities accumulate points for the Building Official-Limited or Building Official application.

The awarded grants can be applied for in two different aspects:

1. An entry level training position where a municipality would hire a new individual or move an existing city employee to an entry level code enforcement position as a full-time employee of the municipality's building code enforcement department. (See Exhibit B-1 entry level)
2. Or a municipality could continue the training of an existing BOT grant trainee to a higher level of experience such as moving from entry level residential to commercial building code enforcement training while accumulating experience and points toward a higher building official certification. (See Exhibit B-2 advanced level)

Education to achieve the grant requirements and those detailed in MN. Rule 1301.1400, competency criteria, and BO-Limited or BO prerequisites in MN. Rule 1301.0300 (A.) can be accomplished through the following:

- College/trade school courses related to Building Code Enforcement
- ICC courses and certifications in building inspection
- OSHA 10 safety training. (Grant requirement only, no BO-Limited points)

The trainee will also receive on-the-job training in the municipality in these areas:

- Learning building department administration
- Practicing legal aspects of code enforcement
- Preforming plan reviews and
- Building inspections
- Application of the Minnesota State Building Code
- Learning about the symbiotic relationships of the building codes department with Planning/zoning, city code and ordinances, public works/utilities, city engineering, city administration.

The municipality may also provide these activities that expand the trainee's skills and value:

- CCLD Spring and Fall seminars.
- CCLD self-paced courses available through the CCLD Learn
- Building official organization seminars
- Building Official Limited and Accessibility Specialist Training Program
- Continued study of the Minnesota State Building Code
- Additional college/trade school courses related to Building Code Enforcement
- Additional or expanded ICC courses and certifications.
- Application of the Minnesota State Building Code to questions from the community.
- Assisting in community education on building code enforcement.
- Attending code and rule development meetings at DLI.
- Attending local and regional meetings of building official organizations.
- Attending city council and committee meetings.
- Field trips to other jurisdictions to train in areas not available in the grantee municipality.
- Creating mock scenarios that inform and test a trainee in areas not available at that time.
- Achieving a Building Official-Limited or Building Official certification

Collaboration

Collaboration between a municipality and other municipalities or organizations to achieve the requirements of the grant is allowed. Any services that will be provided by collaborating with others must be clearly defined in the applicant's proposal. A copy of a joint-powers agreement or a letter of commitment between the collaborating municipalities must accompany the proposal, if applicable.

Selection Criteria and Weight

The review committee will be reviewing each applicant on a 200-point scale. The scoring factors are based on the points awarded to applicants who provide evidence of the municipality's need, intent and on their ability and capacity to successfully achieve the BOT grant requirements.

Proposals must contain enough information to sufficiently support an applicant's ability to deliver the training and education requirements of the BOT grant program or the applicant's ability to deliver the services described through collaboration with another municipality or organization. Read the Exhibit B – Training Requirements documents to get an understanding of training work that will be required of the grant awardees.

The review criteria below will be used to evaluate proposals in each scoring category.

Table 3 Scoring Criteria

Scoring factor	Scoring Criteria	Total points possible
Organizational need and organization's ability to provide building code enforcement training	• Statement detailing the municipality's need for this grant. • Previous year's total permit valuations • Number of permits last year broken down by permit types. • Detail the municipality's capacity to provide building code enforcement experience for the trainee. Include the municipality's current and projected 2025 building permit/projects activity.	40
Organizational Qualifications	• Name of the municipality's designated Minnesota certified Building Official that will be supervising the BOT grant training. Cannot be a Building Official – Limited. • Names and qualifications of other city staff that will be involved with the building codes enforcement training. (Other certified building officials and building officials limited, mechanical and plumbing inspectors, plans examiners, permit techs, admin. staff.) • Include information as to whether there have been any recent or will be any changes in the municipality's building codes department leadership during the grant cycle. • Indicate whether your municipality has received a BOT grant before. If so, detail the outcome.	40
Organizational plan to achieve the grant's goals. (Work plan)	• Provide details of the roles that each city staff member, listed in the *'Qualifications'* section above, will play in achieving the training listed in the *'Exhibit B Training Requirements'* document. • Details of the plan to achieve the required competency criteria described in 1301.1400 and/or • Detail of the plan to accumulate prerequisite points for the BO or the BO-Limited application per 1301.0300. • Potential for continuing the employment of the trainee after the initial BOT Grant Program funding. (sustainability) • Describe plans, if any, to provide education and experience for the trainee over and above the BOT grant requirements.	50
Diversity, Equity, Inclusion	• Describe your municipality's inclusion, diversity and equity policies and practices. • Describe how you will reach, engage, and recruit individuals to become your trainee using inclusive practices. • Explain the diversity of the population your building codes department serves.	30

Scoring factor	Scoring Criteria	Total points possible
Measuring success or Outcomes	Provide goals or successes that will be achieved once the BOT grant program activities have completed. What are the municipality's expectations for: • The trainee • The building department • The municipality	30
Budget and Budget Narrative	Provided a proposed budget and budget narrative that breaks the budget down with details of the proposed expenditures listed on the budget form. • Complete Exhibit A. • Provide an estimate of the municipality's contribution (Match funding: the amount over the possible grant funds of up to $75,000).	10
	Total score available	**200**

Questions, Technical Assistance

Technical questions such as obtaining documents, website navigation and submitting proposals can be asked by phone or email and will be answered in a timely manner.

Questions about the RFP, application help, content intentions or clarifications and qualifications, will be collected and posted for all to see equally and must be submitted by email only no later than noon, October 10,2025, CDT to Terence Olson, Municipal BOT Grant Administrator at Email: bot.dli@state.mn.us.

These questions and answers will be updated on Fridays, until October 10, 2025, and posted at: http://www.dli.mn.gov/bot under the FAQ tab.

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.

Request for Proposals (RFP) Part 2: Submission

Email to: Terence Olson at bot.dli@state.mn.us.

Applications must be received no later than 4:00 p.m. Central Time, on October 17, 2025. The applicant will incur all costs associated with applying to this RFP. **Late applications will not be accepted.**

Application Content

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

1. **Application/Proposal Form**
2. **Exhibit A: Budget and Budget Narrative**
3. **Exhibit C: Capacity Responses**

4. **Exhibit D: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government**
5. **Exhibit E: Evidence of Good Standing**
6. **Exhibit F: Certification that no current principals have been convicted of a felony financial crime in the last ten years**
7. **Affidavit of non-collusion,** signed and notarized
8. **Affidavit for Individuals responding to State of Minnesota Grant RFPs.**
9. **Copy of your organization's Equal Employment Opportunity Policy**
10. **Joint-powers agreement or letter of commitment if collaborating with another municipality or organization.**
11. **Provide proof of workers' compensation insurance coverage for the municipality.**

Applicants must additionally complete the below steps:

12. **Review Exhibit B: Training Requirements and formulate a plan to accomplish them.**
13. **Review the sample grant contract agreement.**
14. **Read through the Frequently Asked Questions (FAQ) pages at the bottom of the webpage.**
15. **Visit the BOT grant webpage at http://www.dli.mn.gov/bot to view the documents and information.**

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 code enforcement industry knowledge and experience.

Proposals will first be reviewed by the BOT Grant Administrator to determine if the qualifying requirements listed in this RFP have been met and if the proposal is complete.

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's office of DLI will make the final funding and award decisions and award notification will be emailed to applicants.

Timeline

RFP posted on the DLI web site: September 22, 2025.
Questions due no later than noon Central Time, October 10, 2025.
Applications due no later than 4:00 p.m. Central Time, October 17, 2025.
Committee begins review of applications: October 22, 2025.
All applicants undergo pre-award risk assessment after review.
Selected grantees announced; grant contract agreement negotiations begin: December 2025.
Grant cycle begins once the contract agreements are signed, tentatively, January 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 3: Award Requirements and Grant Management Responsibilities

Pre-award Risk Assessment and Financial Review

In accordance with Minnesota Statute §16B.981 and OGM Policy 08-06: Pre-award 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-F 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 the terms in the grant contract agreement have been met.

The BOT grant requires that the grantee must take part in quarterly progress updates and technical assistance calls. Additionally, the grantee must submit quarterly training reports and financial reimbursement requests using templates provided by DLI including the following:

1) Reimbursement Payment Request (RPR) for invoicing (template provided by DLI)
2) Expense Summary (template provided by DLI)
3) Supporting documents for financial reimbursement requests such as, but not limited to, payroll records, time sheets, financial reports, and expense receipts and other documents that may be requested by DLI Financial Services.
4) Completion certificates and other evidence that education has been achieved.
5) Quarterly Progress Narrative Report (template provided by DLI)
6) Final report (template provided by DLI)

The reporting, including training and financial reconciliation, will be required quarterly no later than 30 business days after the last day of the reporting quarter.

Financial reporting and reconciliation will involve reconciling a grantee's submitted invoices and the supporting documentation with the allowed expenditures as defined in the contract agreement. The final payment will be withheld pending verification that all training requirements have been achieved, and all invoices have been reconciled. Final invoices must be submitted within 60 days of the end of the grant period of performance, or as specified in the contract.

Training reports will include the training and instruction requirements achieved that quarter using the required BOT grant program reporting forms.

A Progress Narrative Report form, that summarizes each aspect achieved, will also be required to be submitted.

These training reports will be measured against the BOT grant training requirements listed in the Exhibit B document. Exhibit B is available on the website at: http://www.dli.mn.gov/bot. Exhibit B will also be an exhibit attached to the grant contract agreement.

Other training reporting documents can include education certificates of completion from classes or seminars and certifications of achievement from organizations like ICC or OSHA 10.

Grantees must also provide a final grant report which summarizes all grant activity. The final grant report must be provided within 45 days of the end of the grant period of performance or as specified in the contract.

Quarters are as follows:

- January 1 – March 31
- April 1 – June 30
- July 1 – September 30
- October 1 – December 31

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
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over $50,000

The Grant Program monitoring and financial reconciliation visit(s) will be scheduled by the BOT Grant Administrator and will be attended by DLI staff and the related municipal staff. There will be a review of trainee progress to ensure the Grant Program training and instruction requirements are being achieved. 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. Any changes or modifications to the grantee training staff or the Grant Program will be discussed.

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.

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

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.

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

Grant contract agreement templates are available for review at: Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs tab.

A sample BOT grant contract agreement is available for viewing on the webpage at www.dli.gov/bot.

Eligible Expenses

Eligible expenses include but may not be limited to:

Table 4 Budget Categories

Budget Categories	Examples of Allowable Expenditures
Trainee wages and benefits	BOT Grant trainee wages, benefits, insurances, taxes, and expenses directly related to BOT grant program trainee employment which can also include parking fees, cell phone use, bus or transportation costs that are a part of the trainee's wages and benefits.
Education and certification	Expenses related to education and certifications required by the BOT grant and for furthering their prerequisites for the BO-L or BO certification including travel, lodging, ICC certification costs, BIT classes, AMBO, and CCLD seminars and OSHA 10 training.

	Please breakout your travel expenses, where possible, and use the federal mileage reimbursement rate.
Support services (Limited to 10% of award)	Training materials and supplies directly supporting the trainee such as code books or ICC subscriptions, computers or handheld devices, cellphone, training books, tools, protective clothing, and personal safety equipment related to the training activities.

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.).

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Direct funding to program participants. Awarded funds must be processed through a grantee municipality's financial department, expensed, and submitted for reimbursement as required in the grant contract agreement.
- Any wages, benefits or expenses not directly related to the BOT grant program training. The grantee will not be reimbursed for any time a trainee spends performing duties in municipal departments other than the building code department unless it is directly related to the BOT grant training requirements.
- 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
- No applicant or grantee may incur eligible expenditures until the grant contract agreement has been fully executed, the grantee has been formally notified of the execution date and the grant has reached its effective start date.

DLI reserves the right to offset overpayments and disallowances by reducing a 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, 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/Proposal Form**
2. **Exhibit A: Budget and Budget Narrative**
3. **Exhibit B: Training Requirements**
4. **Exhibit C: Capacity Responses**
5. **Exhibit D: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government**
6. **Exhibit E: Evidence of Good Standing**
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8. **Affidavit of non-collusion**
9. **Affidavit for Individuals responding to State of Minnesota Grant RFPs.**
10. **Copy of your organization's Equal Employment Opportunity Policy**
11. **Joint-powers agreement or letter of commitment if collaborating with another municipality or organization**
12. **Provide proof of workers' compensation insurance coverage for the municipality**
13. **Sample grant contract agreement**
14. **Frequently Asked Questions (FAQ)**

Visit the BOT grant webpage at http://www.dli.mn.gov/bot to view the documents and information listed above.