

Labor standards outreach grant

GRANT REQUEST FOR PROPOSAL (RFP)

Minnesota Department of Labor and Industry (DLI)

443 Lafayette Road North

Saint Paul, MN 55155

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

09/10/2025

To obtain this information in a different format, call: 651-509-9315

Cover Page

Available funding:	Up to \$200,000; maximum amount per applicant is \$50,000
Purpose:	To increase worker knowledge and understanding of Minnesota's labor standards laws and regulations through outreach, education, and technical assistance.
Period of performance:	The term of the grant period is anticipated to be from January 5, 2026, or the date the contract is fully executed, whichever occurs later, until June 30, 2027.
Application due date:	<p>Applications must be submitted by October 3, 2025, at 11:59 p.m</p> <p>Submit applications by email to Melissa.Parra-Huizar@state.mn.us.</p> <p>Or, mail to:</p> <p>Melissa Parra-Huizar</p> <p>Labor Standards Division</p> <p>443 Lafayette Road North St. Paul, MN 55155</p>
Informational webinars:	Informational webinars will be held on Wednesday, Sept 17, 2025, at 1 p.m., and on Tuesday, Sept 30, 2025, at 1:00 pm.
Questions:	<p>Questions may be submitted by phone or email.</p> <p>Submit questions by September 30, 2025, at 4:30 p.m. CDT. All questions and answers will be posted on September 18 and October 1 at: https://dli.mn.gov/business/employment-practices/labor-standards-outreach-grant</p> <p>Contact: Melissa Parra-Huizar</p> <p>Email: Melissa.Parra-Huizar@state.mn.us or phone: 651-509-9315.</p> <p>If needed, our agency has access to Language Line, a free language translation service for limited-English speakers. Call us and we will get in touch with an interpreter at 651-284-5005 or 800-342-5354.</p>
Notification of award:	Applicant awards will be announced in December 2025

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Request for Proposals (RFP) Part 1: Overview

Grant Overview

- **Grant Name:** Labor Standards Outreach Grant
- **Link:** <https://dli.mn.gov/business/employment-practices/labor-standards-outreach-grant>
- **Open for Applications:** September 10, 2025
- **Application Due Date:** October 3, 2025, by 11:59 p.m.

Minnesota workers have a variety of workplace protections to ensure they are treated fairly and compensated appropriately for their work in Minnesota; these laws address wage theft, child labor, accommodations and leave for pregnant or nursing employees, paid sick time and more. As a result of recent legislative sessions, Minnesota workers have even greater protections in the workplace. However, certain barriers, including those related to education, income, immigration status, geographic isolation and language access can impact workers' awareness of, and ability to assert their rights. This grant aims to inform and empower workers, especially those who encounter barriers, by teaching them about their workplace rights and the options available to them if their rights are violated.

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. DLI will advance equity by identifying disparities and creating systemic change to better serve and protect all Minnesotans. DLI's Labor Standards Division protects the rights of workers and levels the playing field for employers who are meeting their legal responsibilities through education and outreach, as well as the administration and enforcement of labor and employment laws.

Minnesota Labor Standards protections

Workers in Minnesota have the right to Labor Standards protections, including:

- To be paid all wages due to them for work completed: www.dli.mn.gov/wagetheft
- To accrue and use earned sick and safe time: www.dli.mn.gov/sick-leave
- To receive certain accommodations and leave from work if pregnant or a new parent: www.dli.mn.gov/newparents
- To be paid at least the state minimum wage: www.dli.mn.gov/minwage
- To be free from retaliation by their employer for exercising labor and employment law-related rights: www.dli.mn.gov/retaliation
- To be classified correctly: www.dli.mn.gov/misclassification
- To be protected from illegal child labor practices: <https://www.dli.mn.gov/child-labor>
- And other labor standards protections: www.dli.mn.gov/laborlaw

Funding Availability

- Total amount of funds available is up to \$200,000
- The maximum amount of funding that can be requested by any single applicant is \$50,000
- DLI plans to award funding to approximately four to six 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.

To the extent possible, DLI will avoid offering partial awards. However, to meet the geographic and community equity objectives of this funding, DLI may offer partial awards to ensure more areas and communities of the state can benefit from these services. If your proposal is offered a partial award, you will have the opportunity to review and amend your workplan based on the final award amount.

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 Labor Standards Outreach Grant funds, have demonstrated satisfactory grant performance, and the ability to utilize additional funds.

Funding	Estimate
Estimated Amount to Grant	\$200,000
Estimated Number of Awards	4-6
Estimated Award Maximum	\$50,000
Estimated Award Minimum	\$15,000

Project Dates

Estimated project dates are January 5, 2026, or the date the contract is fully executed, whichever occurs later, until June 30, 2027.

Contracts must be fully executed by June 30, 2027; all funds must be expended by June 30, 2028.

There is an option for continuation for up to 1 year. Continuation awards are contingent upon progress made during the initial grant period, continued funding, and priorities of the State.

Eligibility

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

Eligible organizations must be a non-profit in Minnesota.

DLI is seeking proposals from eligible organizations who have experience, connection to, and relationships with workers and other individuals identified in the focus populations listed below and who have demonstrated capacity and experience providing outreach, education, training, technical assistance, and other support to workers.

Eligible organizations may include but are not limited to:

- worker advocacy non-profit organizations;
- culturally-specific non-profit organizations;
- legal services non-profit organizations;
- domestic violence or sexual assault assistance non-profit organizations;
- faith-based non-profit organizations; or
- other non-profit organizations throughout Minnesota.

To be eligible for funding, applicants must:

1. Meet the application deadline;
2. Submit a complete application with supporting documents as appropriate;
3. Serve at least one of the focus populations listed for this grant program; and
4. Be an eligible applicant.

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.

Objective

The grant program seeks to reach Minnesota workers, especially those who experience barriers that reduce access to legal rights information and remedies available, to educate them about the labor standards protections through methods that are community-centered, culturally-relevant and accessible.

This labor standards outreach grant focuses on outreach, education, and technical assistance to the following workers and other individuals throughout Minnesota. It is a priority of this grant to serve:

Focus Populations

- *those working in low-wage industries or positions;*
- those working in high-violation industries which may include, but are not limited to, construction, food service, home health care, janitorial services, agriculture, food processing, manufacturing, child care, elder care, and retail;
- immigrants;
- those living in rural communities;
- those with limited education levels;
- those who have experienced domestic abuse, stalking, or sexual assault;
- others who experience barriers to information about their legal rights and options as workers in Minnesota; and
- organizations who partner with, support or serve the above workers and other individuals, including social workers, health care professionals, patient advocates, victim or survivor advocates, community health workers, community organizers who provide training and counseling, workers' rights organizations, legal aid, and unions.

Outcomes

DLI expects grantees to have outcomes that may include, but are not limited to, the following:

- Grantee organizations have increased their understanding of labor standards protections and their capacity to provide legal rights and remedies information to community members.
- Workers and other individuals:
 - received DLI educational materials and DLI-approved materials;
 - are educated about their labor standards protections and remedies available if they experience violations, with methods that are community-based, culturally-relevant, language-specific and otherwise accessible; and
 - are empowered to take meaningful action regarding their labor standards protections, including teaching coworkers or other workers about their rights and self-advocating or helping other workers to self-advocate or to file complaints with DLI.
- Service providers have increased their knowledge of labor standards protections and have integrated this education into their practices and procedures.

DLI expects through this grant program and partnership with grantees to:

- gain a fuller understanding of the challenges that workers face in accessing their rights and benefits; and

- use findings to inform outreach and enforcement strategies, as well as program operations.

Activities

Applicants can achieve desired outreach, education, and technical assistance outcomes through a variety of activities. Applicants may apply for funding to cover outreach, education, and technical assistance.

All grantees will be expected to:

- All staff involved in implementing the grant program are required to attend quarterly virtual trainings hosted by DLI. Each session will last 1–2 hours and will include updates on labor standards, compliance strategies, and new policies, tools, and best practices. The trainings will be interactive and designed to support consistent, informed, and worker-centered outreach. Grantees will also have opportunities to ask questions, share challenges, and learn from peer experiences to strengthen their program implementation.
- Communicate with DLI staff if workers ask questions or raise issues related to labor standards protections that they are unsure of how to address.
- Support workers with dignity and respect, including letting workers determine which steps to take when faced with potential labor standards violations in their workplace.

Additionally, proposals can include but are not limited to any combination of the following types of activities.

Provide information directly:

- Share labor standards protections resources directly online or in person.
- Host in-person and virtual events, workshops and trainings, including train-the-trainer events.
- Coordinate phone banking, text messaging, or door-knocking campaigns.

Provide information indirectly:

- Develop and share DLI approved ad campaigns (radio, print, social media, etc.).
- Partner with collaborating organizations to distribute information.

Technical assistance:

- Counsel individual workers on their labor standards protections.
- Train community groups and social service agencies on labor standards protections and related workplace rights.

Intakes, complaint, and application support:

- Ask about and listen to workers' grievances, help workers to self-advocate if interested, and offer guidance on how to resolve grievances, including contacting DLI for help.

Listening sessions:

- In collaboration with DLI, host listening sessions with impacted workers on accessing rights and benefits and related challenges.
- Gather feedback from workers to understand how well the outreach is working and what challenges they are facing.

Material development and user testing:

- Collaborate with DLI and other grantees on educational materials.
- Work with DLI to have materials translated into relevant languages.

- In collaboration with DLI, test new and existing materials and tools with workers. Material development will use a human-centered design approach, meaning that the perspective of communities served are incorporated in all phases of the design process.

Other activities:

- Hire and compensate staff who work on grant activities.
- Advertising costs.
- Printing of outreach materials.
- Purchase of office supplies related to the grant.
- Travel expenses directly related to the grant including for meetings, community events, and conferences.
- Grantees can contract with a vendor for grant related activities (e.g., for printing, translation, event facilitation, or tech support). The grantee must follow Contracting and Bidding Requirements.

Collaboration

Applicants must apply as individual organizations. Collaborative applications involving multiple organizations or sub-recipients are not included in this grant program.

Eligible Expenses

Eligible expenses include but may not be limited to:

Budget categories	Examples of allowable expenditures	Notes/Guidance
Personnel	Employee wages and benefits directly related to grant program activities. (For each person provide: name or role, hourly rate + est. hourly benefits = total personnel x number of hours on grant = per person total.)	Provide detailed breakdown per staff member. Time tracking may be required.
Travel	Grant program related staff travel expenses. Use current federal rate for calculations.	Use federal per diem rates. Keep receipts and travel logs.
Supplies and materials	Training materials and supplies directly supporting the grant program.	Must be directly tied to grant deliverables.
Communications and outreach	Expenses related to media and community and partner outreach.	DLI approval may be required for campaigns.
Contract services	Vendor services necessary to provide grant program activities and services. This could include, for example, marketing vendors, translation services, or payments to contracted project partners.	List contractor or organization name and/or anticipated service.
Administrative costs	Expenses incurred by grant recipients in support of the day-to-day operations of their organization that are not directly tied to a	Administrative costs can be for personnel, non-personnel, direct, or indirect. Personnel and related non-personnel of staff who perform a

	specific program purpose. Administrative costs may include, but are not limited to, administrative oversight, accounting support, insurance, and facilities.	portion of both administrative and programmatic services should have their time allocated between the two different cost types. Administrative costs cannot exceed 10% of the total grant budget.
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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.

Expenses directly related to delivering grant objectives can include personnel, fringe benefits, travel, supplies, communications, and contractual. These items should be included in the budget as specific budget line items.

Expenses not directly related to delivering grant objectives but necessary to support this grant funded program can include administrative cost. Administrative costs may include, but are not limited to, administrative oversight, accounting support, insurance, and facilities. Administrative costs can be for personnel, non-personnel, direct, or indirect. Administrative costs must be necessary and reasonable as a condition of this grant; no more than 10% of the total grant funds can be dedicated to administrative costs.

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.).

Selection Criteria and Weight

The review committee will be reviewing each applicant on a [100 points] scale. The review criteria below will be used to evaluate proposals in each scoring category. Review criteria are based both on the grant program requirements and on an applicant's ability to achieve the requirements of the grant.

The Labor Standards Outreach Grant has the following weighted criteria in measurable outcomes and in reaching diverse populations:

Scoring factor	Scoring criteria	Total points possible
Project overview	Clearly summarized goals, outcomes and the major activities and services they will provide to achieve them.	10
Equity	Sufficiently demonstrated their ability to educate their focus populations about labor standards protections in a community-centered, culturally-relevant and accessible manner.	20
Program activities and services	Described in detail work to be performed to achieve planned grant outcomes.	25

Outcomes	<p>Provided both quantitative and qualitative measures for grant program activities and services. The measures are sufficient to demonstrate work was completed.</p> <p>Outlined a process for how data will be collected.</p>	10
Work plan	Included a realistic timeline for major program activities, resources, and grant outcomes.	25
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>Included information as to whether or not there have been recent changes in leadership or financial management systems in the last three years.</p>	10
Budget and budget narrative	<p>Provided a proposed budget that is appropriate for anticipated uses.</p> <p>Provided a budget narrative with a detailed account for proposed expenditures.</p>	Required, unscored
	Total score available	100

Questions, Technical Assistance and Information Sessions

All questions regarding this RFP must be submitted by email to melissa.parra-huizar@state.mn.us or by phone to 651-509-9315.

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.

All prospective applicants are encouraged to attend an informational webinar. Two sessions will be held:

Wednesday, September 17, 2025 at 1:00 p.m. (CDT)

Tuesday, September 30, 2025 at 1:00 p.m. (CDT)

Applicants may submit questions no later than 4:30 p.m. (CDT) on Tuesday, September 30, 2025.

Responses to all submitted questions will be posted on the following dates:

September 18 and October 1, 2025

Visit: <https://dli.mn.gov/business/employt-practices/labor-standards-outreach-grant>

Request for Proposals (RFP) Part 2: Submission

Applications must be received by Friday, October 3, 2025, at 11:59 p.m. CDT. Late applications will not be accepted.

Email to:

Melissa Parra-Huizar

Email: melissa.parra-huizar@state.mn.us

Application Content

Awards of and below \$49,999: You must submit the following in order for the application to be considered complete.

1. **Application Form**
2. **Exhibit A: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government**

Awards of \$50,000: You must submit the following in order for the application to be considered complete.

3. **Application Form**
4. **Exhibit A: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government**
5. **Exhibit B: Capacity Responses**
6. **Exhibit C: Evidence of Good Standing**
7. **Exhibit D: Nonprofit grantee as applicable**
8. **Exhibit E: Certification that no current principals have been convicted of a felony financial crime in the last ten years**

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 the Department of Labor and Industry. 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 sent by email to applicants.

Timeline

RFP posted on the DLI website: September 10, 2025

Questions are due no later than 4:30 p.m. CDT on September 30, 2025.

Applications due no later than 11:59 p.m. CDT: October 3, 2025

Committee begins review of applications: October 16 – October 24, 2025

Selected applicants undergo pre-award risk assessment: November 19 – December 3, 2025

Selected grantees announced; grant contract negotiations begin: December 3 – December 5, 2025

Work plans approved and grant begins: January 5, 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

Preaward Risk Assessment and Financial Review

In accordance with [Minnesota Statute §16B.981](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more. Granting agencies will request, review, and analyze information, including Exhibits A-E, 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 until all grant funds have been expended and all of the terms in the grant contract agreement have been met.

The grantee must take part in every other month progress update and technical assistance calls. Additionally, the grantee must submit quarterly reports, using templates provided by DLI. Example templates can be found here <https://dli.mn.gov/business/employment-practices/labor-standards-outreach-grant> and include the following:

- 1) Reimbursement Payment Request (RPR) for invoicing (template provided by DLI)
- 2) Expense Summary (template provided by DLI)
- 3) Participant tracking
- 4) Quarterly Narrative Report (template provided by DLI)
- 5) Final report (template provided by DLI)

All reports and required supporting documentation must be submitted on a quarterly basis no later than 20 business days after the last day of the reporting quarter. Quarters are as follows:

- January 5 – March 31
- April 1 – June 30
- July 1 – September 30
- October 1 – December 31

Grantees must also provide a final grant report which summarizes all grant activity. The final grant report must be provided within 30 days of the end of the grant period of performance and final invoices must be submitted within 60 days of the end of the grant period of performance, or as specified in the contract.

Grant Monitoring

Minnesota Statutes § 16B.97 and Policy on Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 or more
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants of \$50,000 or more

The monitoring schedule will be: annually.

DLI may choose to conduct grant monitoring per [Policy 08-10](#) for grants of less than \$50,000.

Grant Payments

Per [State Policy on Grant Payments](#), reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports unless DLI has given the grantee a written extension. Payments will be made through the State's SWIFT accounting system.

The invoicing and payment schedule will be:

All reports, invoices and required supporting documentation must be submitted on a quarterly basis and a final grant report which summarizes all grant activity. Due dates are as follows:

Activity quarter	Report 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

The final report and final invoice are due 45 business days after the contract end date.

Authorized Representatives

Pursuant to [Minnesota Statutes §16B.98, subd. 5 \(d\)](#), grantees must clearly post on the grantee’s website the names of, and contact information for, the grantee’s leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

Contracting and Bidding Requirements

A. Municipalities

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

- A. Municipalities are required to comply with [Minnesota Statutes §471.345, Uniform Municipal Contracting Law](#).
- B. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- C. Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)
- D. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

B. Nongovernmental entities

Grantees that are nongovernmental entities must use these guidelines:

- A. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- B. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
- C. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- D. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:

- a. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged](#)

and Veteran-Owned Vendor List

- b. Metropolitan Council Underutilized Business Program
- c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Directory
- E. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- F. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- G. Notwithstanding the above, the State may waive bidding process requirements when:
 - a. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - b. It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
- H. The Grantee and any subrecipients must comply with prevailing wage rules per Minnesota Statutes §§177.41 through 177.50, as applicable.
- I. The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: Suspended and Debarred Vendors, Minnesota Office of State Procurement

Audits

Per Minnesota Statutes § 16B.98 Subdivision 8, the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Grant Provisions

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

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state.
- Food, beverages, party supplies
- No expenses submitted for reimbursement can be double funded using other sources

Affirmative Action and Nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified per [Minnesota Statutes § 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, Part [5000.3500](#).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration

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

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request, or pay for information solicited or obtained.

Attachments

- 1 Application Form**
- 2 Exhibit A: Certification that the entity is not suspended or debarred by the State of Minnesota or the federal government**
- 3 Exhibit B: Capacity Responses**
- 4 Exhibit C: Evidence of Good Standing**
- 5 Exhibit D: Nonprofit grantee as applicable**
- 6 Exhibit E: Certification that no current principals have been convicted of a felony financial crime in the last ten years**