

# Registered Apprenticeship for Minnesota Workforce Boards Grant

## Request for proposal (RFP)

<b>Available funding:</b>	Approximately \$835,000 maximum of \$200,000 per applicant.
<b>Purpose:</b>	Expand registered apprenticeship by providing funding to Minnesota workforce boards to serve as a multi-employer registered apprenticeship program (RAP) sponsor and/or a regional apprenticeship hub.
<b>Period of performance:</b>	From the date the contract is fully executed until April 30, 2027.
<b>Application due date:</b>	<p>Applications are accepted beginning April 15, 2025. Applications are due by 4 p.m. on May 30, 2025.</p> <p>Submit applications by email to: <a href="mailto:Ruth.Taylor@state.mn.us">Ruth.Taylor@state.mn.us</a></p>
<b>Questions:</b>	<p>Questions may be submitted by phone or email.</p> <p>Questions received will be answered in the FAQs each Monday while the RFP is open. <a href="#">View questions and answers.</a></p> <p>Email: <a href="mailto:Ruth.Taylor@state.mn.us">Ruth.Taylor@state.mn.us</a> Phone: 651-284-5467</p> <p>If needed, our agency has access to Language Line, a free language translation service for limited-English speakers. Contact us and we will get in touch with an interpreter at 651-284-5005 or 800-342-5354.</p>
<b>Informational webinar:</b>	<p>Monday, April 21, 11:30 a.m. – 12:30 p.m.</p> <p><a href="#">Register for the event.</a></p>
<b>Notification of award:</b>	Applicant awards will be announced early summer, 2025.
<b>All RFP and application documents can be found at:</b>	<a href="#">Grant application documents</a>

## 1. Name of grant program

Registered Apprenticeship for Minnesota Workforce Boards Grant

## 2. Purpose of grant: background, objectives, focus populations and outcomes

### Background

Apprenticeship Minnesota at the Minnesota Department of Labor and Industry (DLI) supports Minnesota's economy by promoting, facilitating and developing quality registered apprenticeship programs that recruit, train and retain a highly skilled workforce. Apprenticeship is an earn-as-you-learn workforce training model that allows people to earn a good living while mastering in-demand skills.

This grant is fully funded through a \$4.7 million State Apprenticeship Expansion Formula Grant (Award # 24A60AP000057) that DLI received from the U.S. Department of Labor/Employment and Training Administration. All grant awardees will need to comply with the requirements in [2 CFR 200](#) and [2 CFR 2900](#) . including but not limited to the provisions required by [eCFR :: Appendix II to Part 200, Title 2 -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards](#).

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

### Objective

This grant program seeks to provide funding to local workforce boards, particularly in greater Minnesota to develop a multi-employer registered apprenticeship program and/or to serve as a regional apprenticeship hub. Funding will assist with activities that create new apprenticeship opportunities such as:

- Development of new registered apprenticeship programs in targeted industries.
- Participation of new employers in registered apprenticeship.
- Support the recruitment and retention of apprentices.

### Priorities

It is the policy of the state of Minnesota to ensure fairness, precision and consistency in competitive grant awards.

This grant will serve:

- All registered apprentices in Minnesota. Grant priority will be given to organizations serving apprentices in greater Minnesota.
- Employers in targeted industries. Targeted industries include: education, information technology, advanced manufacturing, health care, hospitality, the public sector and construction.

## Grant outcomes

This grant funding seeks to:

- Facilitate partnerships with local workforce boards to develop regional apprenticeship hubs. These hubs will refer regional employers to Apprenticeship Minnesota to become registered apprenticeship programs.
- Increase the number of RAPs serving Minnesota communities, particularly in greater Minnesota.
- Develop regional multi-employer registered apprenticeship programs.

## 3. Grant activities

Applicants can achieve desired outcomes through a variety of activities. Applicants may apply for funding which supports the development of a regional apprenticeship hub or the development of a multi-employer registered apprenticeship program. These can include the following activities:

1. Regional apprenticeship hub activities can include:
  - a. Partnership engagement such as:
    - i. Partnering with community colleges to assist in creating curriculum, and/or provide instruction to apprentices.
    - ii. Recruiting local business to participate in RAPs.
  - b. Creating a local registered apprenticeship Community of Practice that meets on a regular basis to share experiences, and knowledge around registered apprenticeship
  - c. Educating partners on the benefits of registered apprenticeship.
  - d. Showcasing successful apprentices and sponsors.
2. Registered apprenticeship program development activities can include:
  - a. Registered apprenticeship program development meetings with DLI
  - b. Curriculum
    - i. Curriculum development.
    - ii. Purchase of training curriculum.
  - c. Related Instruction (RI)
    - i. Instructor time.
    - ii. Apprentice tuition.
  - d. Information technology system:
    - i. Software system to use for tracking apprentices (purchase and setup).
  - e. Tools, supplies and materials:
    - i. Must be related to start-up costs and/or RI training for new or expanding RAPs.

## 4. Eligible applicants and minimum eligibility requirements

### Eligible applicants

The grant program seeks proposals from Minnesota workforce boards looking to create career opportunities through the development of RAPs serving their communities. Applicant must be able to provide programming

for apprenticeable occupation(s) with priority given to workforce boards serving communities in greater Minnesota.

### **Minimum requirements**

- Applicant must be a Minnesota workforce board.
- Applicants must have participated in the Registered Apprenticeship Technical Assistance Cohort hosted by the Minnesota Department of Labor and Industry.
- Organizations must be able to provide apprentices with supportive services through WIOA funding or other providers, if needed.
- Organizations must be able to serve education, information technology, advanced manufacturing, healthcare, hospitality, the public sector, and construction industries.

Multi-organizational partnerships are not eligible for this funding.

## **5. Funding availability**

- Total funds allocated for this grant: Approximately \$835,000
- The maximum amount applicants can request is \$200,000.
- DLI plans to award funding to approximately four qualified applicants with a contracted period of performance up to 18 months.

## **6. Eligible and ineligible expenses**

- 1) Eligible expenses include but may not be limited to:

All eligible expenses will all be paid on a reimbursement basis. All costs submitted for reimbursement must be allowable by the terms of the grant, reasonable and necessary, rationally allocated, adequately documented and within the contracted period of performance. No costs can be double funded using other sources.

Budget category	Allowable reimbursable expenditures
Personnel – salaries and wages (including fringe costs)	Employee wages and benefits directly related to grant program activities and reporting of those activities. (E.g, staff planning time, staff time for attendance at grant related events, staff time for reporting on events and collecting grant required enrollment forms, etc.).
Travel	Milage reimbursement pertaining to grant-funded personnel. Reimbursable at current IRS rate.
Tools, supplies and materials	<p>Must be directly related to RAP start-up costs and/or RI training.</p> <p>Purchasing curriculum licenses.</p> <p>Must be directly related to RAP startup and/or related instruction purchases, such as books, information technology system purchase, outreach materials and other RAP startup costs. Individual items cannot exceed \$4,999.</p>
Contracted services	<p>Customized training costs.</p> <p>Curriculum development.</p> <p>Non-staff instructor compensation.</p> <p>Production of outreach, recruitment and other educational material.</p>
Administrative costs	<p>Expenses incurred by grant recipients in support of the day-to-day operations of their organization that are not directly tied to a specific program purpose. Administrative costs may include, but are not limited to, administrative oversight, accounting support, insurance and facility rent or overhead for program activities.</p> <p>Staff listed in personnel cannot also be funded through administrative costs.</p> <p>Administrative costs cannot exceed 5% of the total grant budget.</p>

2. Ineligible expenses include but are not limited to:

- Apprentice stipends or wages.
- Computer licensing fees.
- Fundraising.
- Taxes, except sales tax on goods and services and payroll.
- 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.
- Equipment that equals or exceeds \$5,000 (see definition in the DLI Grant Definitions document).
- Expenses occurring outside of the contracting period.

## 7. Reviewing and scoring applications

The committee will be reviewing each application on a 100-point scale. The scoring factors and weight upon which applications will be judged are based on the points awarded to applicants who provide evidence of their capacity to successfully accomplish the grant goals.

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.

Scoring factor	Scoring criteria	Total points possible
Grant program overview	Clearly provided a summary of regional apprenticeship hub activities and, or registered apprenticeship sponsor activities. Identified targeted industries and the number of apprentices anticipated. Identified a clear process to track grant activities.	15
Priorities	Identified plans for outreach related to apprenticeship and specifically to prospective employers and apprentices in greater Minnesota	10
Work plan	Clearly indicated a timeline for grant activities, including the month and year that meetings, activities and milestones will be accomplished.	40
Outcomes	Provided count of anticipated employers and apprentices expected in each quarter.	20
Organizational ability	Provided evidence of organizational, programmatic, administrative, and fiscal capacity to successfully conduct and administer grant programming.	15
Budget and budget narrative	Proposed a budget that is appropriate for anticipated uses.	required but not scored

	Provided a budget narrative with a detailed account for proposed expenditures.	
	<b>Total score available</b>	<b>100</b>

## 8. Grantee reporting requirements

The grantee must take part in every other month progress update and technical assistance calls. Additionally, the grantee must submit quarterly reports and other reporting templates provided by DLI. Reporting templates include:

1. Reimbursement Payment Request (RPR) for invoicing.
2. Expense summary.
3. Participant enrollment forms.
4. Quarterly narrative report.
5. Final report.

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

Report periods	Documentation due date
• January – March	April 15
• April – June	July 15
• July – September	Oct. 15
• October – December	Jan. 15

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.

## 9. DLI monitoring of grantee performance

[Minn. Stat. §16B.97](#) and [Policy 08-10](#) Grant Monitoring require the following:

- One monitoring visit during the grant period on all state grants of \$50,000 and higher.
- Annual monitoring visits during the grant period on all grants of \$250,000 and higher.
- 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.

## 10. Payments to grantee

Per [Policy 08-08](#) reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. DLI will 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 will 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.

## 11. Financial and grantee capacity review

Minn. Stat. §16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in Minn. Stat. §16B.981 Subd. 1 (c) applying for grants in Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

To comply with this requirement, the following information and documents will need to be submitted before the grant contract agreement is fully executed.

**I. Capacity Responses: All potential grantees: Exhibit A**

- a) Describe your history of performing the work that will be funded by the grant:
  - This includes describing your organization's current staffing, current budget and agency capacity to successfully conduct and administer grant programming.

**II. Certification: No current principals have been convicted of a felony financial crime in the last ten years: All potential Grantees: Exhibit B**

**III. Evidence of good standing: For-profit and nonprofit potential grantees: Exhibit C**

- For-profit and nonprofit grantees: Filed and up-to-date with the Secretary of State

**IV. Nonprofit grantees as applicable: Exhibit D**

- Most recent Form 990 or Form 990-EZ
- Most recent audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per [Minn. Stat. §309.53](#)
- Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption

**V. For-profit Certification Disclosure and required documents: Exhibit E**

- Most recent federal and state tax returns:
  - If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of grant funds, if awarded
- Current financial statements
- Certification that business is not under bankruptcy proceedings
- Disclosure of any liens on assets

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the state, by law.

Based on Minn. Stat. §16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11, Subd. 3-5 establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight



- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement.
  - The potential grantee has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant.
  - The granting agency must provide notice of this determination to not award the grant to the grantee and the commissioner of the Minnesota Department of Administration.
  - The notice must include the following:
    - The reason for postponing/not awarding the grant
    - The timeline for the process for contesting the agency's decision

## 12. Audit of grantee's records

Under [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 commissioner of Minnesota Department Administration, 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 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.

## 13. Grantee requirements when bidding grant related work

1. **For nongovernmental organizations and for-profit businesses:**
  - A. Any grant-funded services and/or materials that are expected to cost:
    - Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids.
    - Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two verbal quotes or bids or awarded to a targeted vendor.
  - B. 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:
    - [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
    - Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
    - Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#)
  - C. 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.
    - Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.
  - D. The grantee must not contract with vendors who are suspended or debarred in Minnesota: [Suspended/Debarred Vendor Information](#)

- E. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers, workers and mechanics should be comparable to wages paid for similar work in the community as a whole.

**2. For municipalities:**

- A. Grantees that are municipalities must follow:
- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minn. Stat. §471.345](#)
  - 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.
- B. The grantee must not contract with vendors who are suspended or debarred in Minnesota: [Suspended/Debarred Vendor Information](#)

## 14. Conflicts of interest

State grant policy requires that processes 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](#) and [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.

## 15. Public access to applicant's data

[Per Minn. Stat. § 13.599](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

- All data created or maintained by DLI as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

## 16. Affirmative action and non-discrimination requirements for grantees:

- A. As per [Minn. Stat. §363A.02](#), 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, familial status or age in regard to any position for which the employee or applicant for employment is qualified. 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](#).
- 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.

## 17. Grantee 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.

## 18. Required application materials

### Required material to submit with application:

- ☐ Application Form
- ☐ Exhibit A: Capacity responses (attached)
- ☐ Exhibit B: Certification no current principals have been convicted of a felony financial crime in the last ten years (attached)
- ☐ Exhibit C: Evidence of Good Standing
- ☐ Exhibit D: Nonprofit financial documents
- ☐ Exhibit E: If for profit, most recent 990 and / or audit and IRS letter of determination

Do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

## 19. How to submit applications

**Email to:**

Ruth Taylor

Email: [Ruth.Taylor@state.mn.us](mailto:Ruth.Taylor@state.mn.us)

The applicant will incur all costs associated with applying to this RFP.

## 20. Review process and timeline

Applications are accepted beginning April 15, 2025. Applications are due by 4:00 pm on May 30, 2025.

DLI will review all committee recommendations and is responsible for award decisions. Applicant awards will be announced by early summer, 2025.

## 21. Questions

If you have questions and would like more information about this RFP, contact:

Ruth Taylor at 651-284-5467 or [Ruth.Taylor@state.mn.us](mailto:Ruth.Taylor@state.mn.us).

Questions and answers will be updated weekly after April 21, 2025 and will be available: [available on the grant webpage](#).