



## **Youth Skills Training Grant Request for Proposal (RFP) – 2026**

Minnesota Department of Labor and Industry  
443 Lafayette Road N.  
St. Paul, MN 55155  
yst.dli@state.mn.us  
[dli.mn.gov/grants](https://dli.mn.gov/grants)

Jan. 7, 2026

To obtain this information in a different format, call 651-284-5354.

## Cover page

**Table 1 - RFP summary**

<b>Available funding</b>	Up to \$1,500,000 is available for applications of up to \$100,000 per partnership. Estimated number of awards is 15 to 18.
<b>Purpose</b>	The Youth Skills Training (YST) program encourages, promotes and supports the development of local partnerships between schools, employers and community organizations. These partnerships provide industry exposure, industry-related classroom instruction, safety training, industry-recognized credentials and safe, healthy and meaningful paid work experiences to high school students aged 16 years and older in high-growth, high-demand, living wage occupations. Eligible industries include advanced manufacturing, agriculture, automotive, healthcare and information technology.
<b>Period of performance</b>	The term of the initial grant period is from July 1, 2026, or the date the contract is fully executed, whichever occurs later, until June 30, 2028.
<b>Application due date</b>	Applications are due no later than 11:59 p.m. Central Standard Time (CST), Feb. 6, 2026.  Submit applications by email to <a href="mailto:yst.dli@state.mn.us">yst.dli@state.mn.us</a> .  Or via mail to: Minnesota Department of Labor and Industry Attn.: Jo Daggett, Youth Skills Training Program 443 Lafayette Road N., St. Paul, MN 55155
<b>Questions</b>	Questions may be submitted by phone or email.  Submit questions no later than 4 p.m. CST, Jan. 29, 2026. Questions and answers will be posted each Friday, up to Friday, Jan. 30, 2026, at <a href="https://dli.mn.gov/yst">dli.mn.gov/yst</a> .  Send an email to <a href="mailto:yst.dli@state.mn.us">yst.dli@state.mn.us</a> or call Jo Daggett at 651-284-5354.  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.
<b>Notification of award:</b>	Applicant awards are anticipated to be announced by April 20, 2026.
<b>All RFP and application documents can be found at</b>	<a href="https://dli.mn.gov/yst">dli.mn.gov/yst</a>

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# RFP Part 1: Overview

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## Grant overview

- Grant name: Youth Skills Training Grant
- [dli.mn.gov/business/workforce/yst-grant](https://dli.mn.gov/business/workforce/yst-grant)
- Open for applications: Jan. 7, 2026
- Application due date: Feb. 6, 2026

The Minnesota Department of Labor and Industry's (DLI's) 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.

The Youth Skills Training (YST) program encourages, promotes and supports the development of local partnerships between schools, employers and community organizations. These local partnerships provide students with industry exposure, related classroom instruction, safety training, industry-recognized credentials and paid work experience in the high-growth, in-demand occupations of advanced manufacturing, agriculture, automotive, healthcare and information technology. [Minnesota Statutes § 175.46](#) enables DLI to award grants to support local partnerships that deliver Youth Skills Training programs, which train student learners for careers in high-growth, high-demand, and high-wage occupations.

This grant program seeks to create, implement and expand YST programs throughout Minnesota. Successful applicants will demonstrate the ability to achieve program objectives through various means including outreach, education, training, partnership building and support for students and employer partners.

## Funding availability

- The total amount of funds available is up to \$1.5 million.
- The maximum amount of funding that can be requested by any single applicant is \$100,000.
- DLI plans to award funding to approximately 15 to 18 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. Priority for funding is given to first-time applicants. If your proposal is offered a partial award, you will have the opportunity to review 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 rescind through a grant reduction amendment or cancellation and reallocate awarded funds to other organizations who have been awarded Youth Skills Training competitive grants funds, have demonstrated satisfactory grant performance and the ability to use additional funds.

## Match requirement

There is no minimum match requirement for this grant. Applicants must identify each employer who is a participant in the local partnership and the amount of matching funds provided by each employer, if any.

## Project dates

Estimated project dates are July 1, 2026, or the date the contract is fully executed, whichever occurs later, until June 30, 2028. The term of the initial grant period is anticipated to be 24 months.

Funding is available through June 30, 2028.

## 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.

Applicant eligibility for this RFP follows the Youth Skills Training Grant program applicant eligibility, as defined under [Minnesota Statutes § 175.46, Subd. 12](#).

An eligible applicant must be a local partnership as defined under Minnesota Statutes 175.46, subd. 2 (c), an organization that can demonstrate the ability to implement programming to support Youth Skills Training and should be able to demonstrate the ability to fulfill the grant activities. Eligible applicants must be organizations that are registered and in good standing with the Internal Revenue Service and Minnesota Secretary of State.

Students, employers, schools and communities throughout Minnesota will be served by this grant. Applicants must include a partnership between a secondary school and an employer at minimum. This may include public, private, home and charter schools and employers in one or more of the five industries supported by the YST program (advanced manufacturing, agriculture, automotive, healthcare and information technology). Tribal Nations, community organizations, non-profit organizations, workforce development agencies and chambers of commerce may also submit grant applications to create and implement YST programs. Postsecondary institutions may be included in YST partnerships.

To be eligible for funding, **applicants must:**

1. be located in the state of Minnesota;
2. include a partnership between at least one secondary school and one employer;
3. list each school district, public agency, nonprofit organization or individual who is a participant in the local partnership;
4. list each employer who is a participant in the local partnership and the amount of matching funds provided by each employer, if any;
5. submit a completed application and required exhibits by the submission due date (exhibits may necessitate follow up communication);
6. be the fiscal agent for the grant; and
7. demonstrate staffing capacity to coordinate the YST program and develop employer partnerships.

Programs that received YST grant funding in the immediately preceding grant round with a period of performance through June 30, 2027, are **ineligible** to apply for additional funding to avoid overlapping grant contracts.

YST grants **cannot** be used for CDL-only programs, EMT-only programs, child development programming or construction or trades programming.

## Priorities

Priority will be given to partnership applicants led by schools or school districts, where the school or school district is listed as the primary grant applicant on the application. Priority will also be given to applicants who have not received YST grant funding in prior grant rounds. Additional priorities include programs intending to serve diverse student populations and student populations experiencing inequities and/or disparities, demonstration of need for YST grant funding and/or partnerships with a realistic plan to sustain the program after grant funding ends.

Final award decisions will take into account the grant's priority categories listed above. Applicants will also be evaluated on financial and operational capacity along with any past performance as a recipient of state grant funds.

## Focus populations

Applicants are scored, in part, based on their ability to serve diverse populations and populations experiencing inequities or disparities including racial and ethnic communities. Diverse populations may include: people of color, Indigenous people, Native Americans, New Americans, people identifying as LGBTQIA+, people of varying disability status, low-income populations and populations represented by different geographic locations across Minnesota including both urban centers and Greater Minnesota. This is not an exhaustive list of diverse populations.

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. DLI promotes public-service-centered work, teamwork, collaboration and building an inclusive environment with equitable systems – all priorities consistent with the YST program. DLI is committed to building a diverse and inclusive workplace to better serve Minnesotans.

## Grant outcomes

The following outcomes are expected of a local youth skills training program:

- at least 80 percent of the student learners who participate in a YST paid work experience receive a high school diploma when eligible upon completion of the training program; and
- at least 60 percent of the student learners who participate in a YST paid work experience receive a recognized credential upon completion of the training program.

Quantitative outcomes include the number of:

- students participating in activities that provide industry exposure;
- students taking an industry-related class for high school credit;
- students earning an industry-recognized credential;
- students participating in paid work experiences at approved YST employers; and
- partnerships offering postsecondary credit for industry-specific courses.

Qualitative outcomes include the:

- development of robust and sustainable YST programming;
- creation of strong employer, school and community partnerships; and
- increased engagement of diverse student populations through targeted outreach and marketing.

## Grant activities

Applicants may apply for funding to aid in the development or expansion of partnerships that provide students with programming in high-growth, in-demand occupations within the industries of advanced manufacturing, agriculture, automotive, healthcare and information technology. YST applicants must be able to demonstrate the ability to provide **all** of the following YST components in their program structure.

### The four YST program components

1. **Industry exposure:** Provide meaningful career exploration in one or more of the five YST industries through activities such as fieldtrips, tours, guest speakers, career fairs, informational interviews and job shadowing.
2. **Industry-related classroom instruction:** Provide industry specific classes for student learners to gain knowledge and skills in YST industries for high school credit (can also be postsecondary credits).
3. **Industry-recognized credentials or certifications and safety training:** Create opportunities for student learners to earn industry-recognized credentials or certificates and to complete safety training through schools and employers.
4. **Paid work experience in YST industries:** Create partnerships with local employers to provide paid work experiences for student learners. Students will complete at minimum one industry-related class prior to work experience. Employers will need to successfully complete the YST employer approval process.

## Collaboration

Applicants may include a stand-alone organization or a collaboration of organizations. However, a single entity who intends to be the fiscal agent for the grant must be noted as the lead applicant and will be listed as the delegated authority on all grant contracts and documents. Collaborating organizations will be considered subrecipients of the lead organization. Organizations are limited to a single application. For instance, an organization may not apply as a collaborative partner with another lead agency and as a lead on their own application.

Collaborative models such as consortiums must list their partnering schools and have each school sign Exhibit H in the application (Acknowledgement of Participation). A consortium is defined as a single fiscal host partnering with multiple school entities to implement a YST model. Exhibit H verifies that all participating schools will be able to effectively implement YST programming, spend funds according to eligibility guidelines and are equipped to comply with all reporting requirements.

## Selection criteria and weight

Funding will be allocated through a competitive process with review by a committee representing content and community specialists. The committee will review each application on a 100-point scale.

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

The Youth Skills Training grant has the following weighted criteria:

**Table 2 - scoring criteria**

Scoring factor	Scoring criteria	Total points possible
Program summary	Provide a brief summary of program goals and outcomes and the primary activities to achieve them (approximately 250 words).	5
Equity and diversity of student population served	Describe how this grant funding will be used to serve diverse populations and populations experiencing inequities and/or disparities. Include recruitment and retention strategies and provide examples of past success in working with these groups, if applicable. Diverse populations may include, but are not limited to: people of color, Indigenous people, Native Americans, New Americans, people identifying as LGBTQIA+, people of varying disability status, low-income populations and populations represented by different geographic locations across Minnesota including both urban centers and Greater Minnesota.	20
Statement of need and community impact	<p>Provide a brief statement of need for YST grant funding: What would this funding mean to your school and employer partners? What impact would it have on your community as a whole? What would these grant funds make possible?</p> <p>Describe with detail how your education, employer and community partners will collaborate to create a successful YST program and what role each will play in creating and implementing your program. Reference all partners listed who are committed to developing this program (education, employer, community organizations and postsecondary institutions).</p>	15
Program marketing, growth and recruitment	Clearly define how you will market your program and recruit students in a way that promotes equity. Describe your plan to recruit additional employers and expand the program over the two-year grant performance period.	10
Program activities: The four YST program components	<p>Provide a detailed description of your overall YST program addressing the following four components:</p> <ol style="list-style-type: none"> <li><b>1. Industry exposure:</b> Describe the types of industry exposure experiences you will provide students. Examples: tours, classroom speakers, career fairs, job shadows, informational interviews, etc.</li> <li><b>2. Industry-related classroom instruction:</b> What industry-specific classes will high school students be able to take prior to starting a YST paid work experience? List the courses offered in your indicated YST industry area(s) *Students must complete at least one industry-specific course to be eligible for YST paid work experiences.</li> <li><b>3. Industry-recognized credentials and safety training:</b> What industry-recognized credentials or certifications will students have the opportunity to earn in your program? Additionally, describe safety instruction that will be provided to student learners, including how it will be delivered, such as by the school or by the employer with on-the-job training.</li> <li><b>4. YST paid work experience for high school students:</b> Describe in detail what a paid industry-related work experience will look like for student learners.</li> </ol>	30

	Include details about safety training, job readiness preparation, onboarding or training, supervision and staff-facilitated reflection with student learners during their work experience. *Student-based enterprises at schools do not qualify as YST paid work sites <i>unless</i> the district directly hires the students as employees.	
Measuring success and outcomes	Provide an estimate of the total number of students that will participate in each of the categories listed in the table in question six on the application. Additionally, describe how you will determine success on qualitative grant outcomes. <i>*See table in application.</i>	10
Sustainability	What is your plan to sustain the program after YST grant funding ends? How will you continue the progress made during your YST grant period? Include details about sustainability planning including school-wide structures and systems that support the continuation of a YST framework, the establishment of additional funding sources, and community investments.	5
Budget and budget narrative	Complete a YST grant funding form and provide a brief narrative for each category based on allowable expenditures for YST grant funding. The proposed budget must be appropriate for anticipated uses. <i>*See table in application.</i>	5
<b>Total score available</b>		<b>100</b>

## Reviewing and scoring applications

Responses to each of the eight questions on the application will be reviewed and scored using the following scoring system:

**Table 3 - scoring system**

Scoring system guidelines	
Maximum points awarded	The response is exceptional, meets all requirements, provides relevant information and demonstrates an extreme likelihood of meeting all objectives and goals.
Approximately three quarters of the points possible	The response meets all requirements, provides relevant information and demonstrates a likeliness of meeting objectives and goals.
Approximately half of the points possible	The response meets all basic requirements and provides relevant information but is lacking or inconsistent in one or more areas. The response is unclear or unlikely to meet objectives and goals.
Approximately one quarter of the points possible	The response significantly fails to meet the standards, contains significant shortcomings, is not likely to meet objectives/goals and/or is inconsistent with other scoring factors.
0-few points awarded	No response provided or the response is irrelevant.

**Applicants will be evaluated on financial and operational capacity along with any past performance as a recipient of state grant funds. Final award decisions will take into account the grant's priority categories:** partnership applicants

led by schools or school districts, where the school district is listed as the primary grant applicant on the application and applicants who have not received YST grant funding in prior grant rounds.

## Questions, technical assistance and information sessions

All questions regarding this RFP must be submitted by email to [yst.dli@state.mn.us](mailto:yst.dli@state.mn.us) or by phone to Jo Daggett at 651-284-5354.

If needed, DLI has access to Language Line, a free language translation service for limited-English speakers. Contact us at 651-284-5005 or 800-342-5354 and we will get in touch with an interpreter.

Questions and answers will be posted each Friday through Jan. 30, 2026, at [dli.mn.gov/yst](http://dli.mn.gov/yst). Submit questions no later than 4 p.m. CST on Thursday, Jan. 29, 2026.

All prospective applicants are encouraged to attend an information session. DLI will host one webinar during the application period, on Thursday, Jan. 15, 2026, at 10 a.m. CST. The link to register will be available on the grant webpage. Questions and answers from the informational sessions will be posted in the FAQs within three days following the webinar.

## RFP Part 2: Submission

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**Applications must be received no later than 11:59 p.m. CST on Feb. 6, 2026.** If applications are mailed, they must be postmarked by Feb. 6, 2026. The applicant will incur all costs associated with applying to this RFP. **Late applications will not be accepted.**

**Applications must be submitted via email to [yst.dli@state.mn.us](mailto:yst.dli@state.mn.us)**

**Or, mail to:**

Minnesota Department of Labor and Industry  
Attn.: Jo Daggett, Youth Skills Training Program Manager  
443 Lafayette Road N., St. Paul, MN 55155

All applicants will receive a confirmation of receipt email from YST staff members. If you do not receive this confirmation, contact YST staff at the above email address.

## Application content

Applicants **must** submit a completed application and the required exhibits by the submission due date (exhibits may necessitate follow up communication).

1. Completed YST grant application form
2. Required exhibits **for all applicants**:
  - Exhibit A – Addendum
  - Exhibit B – Performance capacity
  - Exhibit C – Certification that the entity is not suspended or debarred by the state of Minnesota or the federal government
  - Exhibit D – Certification that no current principals have been convicted of a felony financial crime in the past 10 years
3. Additionally required documentation **for non-profit and for-profit only** as required in OGM [Policy 08-06](#):
  - Exhibit E – Evidence of good standing for non-profit and for-profit **only**

- Exhibit F – Required financial document for non-profit **only**
  - Exhibit G – Required financial document for for-profit **only**
4. Additionally required documentation **for collaborative or consortium models only**:
- Exhibit H – Acknowledgement of participation for consortium models **only**

Incomplete YST application forms will be rejected and not evaluated. Applications need to include required exhibits – exhibits may necessitate follow up communication. 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 and required exhibits, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

**All costs incurred in responding to this RFP will be borne by the applicant.**

## RFP Part 3: Application review process

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### Review process

Funding will be allocated through a competitive process with review by a committee. The review committee will use the point scale provided above to evaluate all eligible and complete applications received by the deadline. Reviewers will meet and discuss the proposals and then put forth their recommendations. The Commissioner of DLI will make the final funding decisions and award notification will be provided by email to applicants.

### Timeline

- Jan. 7, 2026: RFP posted on the DLI website
- Jan. 29, 2026: Questions due no later than 4 p.m. CST
- Feb. 6, 2026: Applications due no later than 11:59 p.m. CST
- Feb. 20, 2026: Committee begins review of applications
- March 30, 2026: Selected applicants undergo pre-award risk assessment
- April 20, 2026: Selected grantees announced (anticipated); grant contract agreement negotiations begin
- July 1, 2026, or date of contract execution: Work plans approved and grant begins

### Conflicts of interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes § 16B.98 Subd. 2-3](#) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties; or

- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

Cases in which 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

According to [Minnesota Statutes § 13.599](#):

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

## RFP Part 4: Award requirements and grant management responsibilities

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### Pre-award risk assessment and financial review

In accordance with [Minnesota Statutes § 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 B-G, as referenced in this RFP, as applicable.

Based on the pre-award risk assessment and financial review, the granting agency may:

- 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.
- 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 Administration.

### Grant contract agreements

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the state's authorized representative has notified the grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including workers' compensation insurance, nondiscrimination, data privacy, budget compliance and reporting.

## Accountability and reporting requirements

It is the policy of the state of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all the terms in the grant contract agreement have been met.

The grantee must take part in required progress updates and technical assistance calls. All YST grant-funded programs are required to provide quarterly invoicing and reporting based on the schedule below. Quarterly reporting requires submitting student demographics that include race, ethnicity, gender, free and reduced meals and special education services. Reporting categories include the number of students exposed to the industry, number of students to take industry-related classes, number of students to earn industry-related credentials, number of students to participate in YST industry-related paid work experiences and number of students to graduate when eligible. Partnership-level reporting requirements include the number of programs that offer postsecondary credit.

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

Reporting forms are as follows:

1. Budget invoice/reimbursement request (template provided by DLI)
2. Expense summary (template provided by DLI)
3. Grant accounting ledger
4. Quarterly activity report (template provided by DLI)
5. Quarterly narrative report (template provided by DLI)

All reports and required supporting documentation must be submitted on a quarterly basis no later than 30 calendar days after the last day of the reporting quarter. Supporting documentation must be maintained in accordance with grant requirements and provided to the state upon request. DLI reserves the right to require additional supporting documentation upon request.

Quarters are as follows:

**Table 4 – Invoicing and reporting schedule**

YST Grant invoicing and reporting schedule			
YST Grant year 1		YST Grant year 2	
End of quarter	Invoicing and reporting due	End of quarter	Invoicing and reporting due
Sept. 30, 2026	Oct. 31, 2026	Sept. 30, 2027	Oct. 31, 2027
Dec. 31, 2026	<b>*Jan. 15, 2027</b>	Dec. 31, 2027	<b>*Jan. 14, 2028</b>
March 31, 2027	April 30, 2027	March 31, 2028	April 30, 2028
June 30, 2027	July 31, 2027	June 30, 2028	July 31, 2028

**\*Note the accelerated report and invoice dates on Jan. 15, 2027, and Jan. 14, 2028. This is due to annual legislative reporting required by Feb. 1.**

## Grant monitoring

[Minnesota Statutes §16B.97](#) and [Policy on Grant Monitoring](#) requirements

- Conduct at least one monitoring visit during the grant period for all state grants over \$50,000. For the two-year YST grant, this includes a scheduled monitoring meeting at the end of year one to review progress on goals,

ensure proper spending, identify opportunities for improvement, and determine areas where additional program support may be needed.

- Perform a financial reconciliation of the grantee's expenditures at least once during the grant period for grants over \$50,000. The grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the state.
- The state may conduct additional monitoring visits or financial reconciliations during the performance period.

Grantees must also attend a grant closeout meeting that summarizes all grant activity. This meeting must take place within 60 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. The grant closeout meeting will generate a final report for the grant performance period.

## Grant payments

According to [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.

DLI may consider requests for issuing advance grant payments on a case-by-case basis.

## 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 (which include school districts)

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 (non-profit and for-profit organizations)

Grantees that are nongovernmental entities must use these guidelines:

- A. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.

- B. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three verbal quotes or bids 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 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 Vendors: [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendors](#)
  - b. Metropolitan Council Underutilized Business Program: [Metropolitan Council Underutilized Business Program - Metropolitan Council](#)
  - 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 Subd. 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 on the [Office of Grants Management Policies, Statutes, and Forms/Forms and FAQs page](#).

Youth Skills Training Grant program is established by and follows [Minnesota Statutes § 175.46](#).

## Eligible expenses

Eligible expenses include but may not be limited to:

**Table 5 – Budget categories**

Categories	Examples of allowable expenditures
Grant-funded personnel	<p>Individuals employed by organization listed as grantee (wages, benefits and taxes directly related to the coordination of YST programs).</p> <p>Identify the position(s) funded by this grant, the hourly rate (wages plus fringe), the number of hours billed to the grant and the total. Positions can also be identified by the portion of the FTE charged to the grant.</p> <p><i>Example: Project coordinator, \$31.25/hour x 80 hours = \$2,500</i></p> <p><i>Example: Project coordinator at .1 FTE (\$65,000 total annual salary, plus fringe) = \$6,500</i></p>
Contractual personnel/ sub-grants	<p>Individuals or organizations contracted by the grantee. There must be a contract between grantee and any subrecipients.</p> <p>Identify the vendor or subrecipient and breakout the contractual expenses where possible.</p>
In-state travel for grant-funded personnel	<p>Reimbursed at the current federal mileage rate.</p> <p>*Expenses such as hotels, meals and car rental are <b>not</b> allowable for reimbursement with YST funds.</p>
Marketing/recruitment	<p>Expenses related to marketing and recruiting employers, schools, students, community members and others involved in the creation, implementation and success of the YST program.</p> <p>Outline your estimated expenses.</p> <p><i>Example: \$200 for radio ads, \$1,000 for social media posts, \$600 for food and beverages for two events (quotes to be provided prior to purchase).</i></p>
Student transportation	<p>Transportation for students participating in YST related activities.</p> <p>Outline your estimated expenses.</p> <p><i>Example: Five buses per year at (x) rate for industry tours. Fifteen gas cards a year for student transportation to work site (x amount per gas card).</i></p>

Industry-related training, certifications, supplies, curriculum and supportive services	<p>Costs associated with industry-related credentials/certifications earned by students, supplies, equipment and curriculum required for student training. Can include teacher Professional Development in approved YST industry areas.</p> <p>Outline your estimated expenses.</p> <p>*Capital expenses <b>cannot</b> comprise the majority of the proposed grant expenditures.</p>
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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.

**\*Equipment expenses that exceed \$5,000 in total over the course of the grant and have an expected useful life of over two years are considered capital expenses and require approval prior to purchase.** If prior approval is not obtained from DLI, capital expenses exceeding \$5,000 may not be reimbursed. If applicable, equipment should be incorporated into the supplies or curriculum budget line item. Capital expenses **cannot** comprise the majority of the proposed grant expenditures.

**Food and drinks for any YST sponsored event that exceeds \$500 requires approval prior to purchase.** If prior approval is not obtained from DLI, expenses related to food and drink for YST events may not be reimbursed. If applicable, food and drinks should be incorporated into the marketing or recruitment budget line item.

Grant awards may be approved for student use for **supportive services** in the areas of childcare, counseling, accommodations for people with disabilities and emergency services on a case-by-case basis. Grantees **must** contact DLI YST staff for prior approval to use grant awards for supportive services.

Documentation of grant expenses includes, but is not limited to, showing the costs incurred (payroll records, quotes/bids, contracts, purchase orders, invoices, mileage reimbursement forms, itemized receipts, etc.) and showing payment incurred (canceled checks, bank statements, paystubs showing direct deposit, etc.). Grantees are expected to establish a YST grant-specific ledger with a unique code or identifier within their accounting system so that all grant expenses can be tracked and reported in an itemized list by date and cost category.

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

## Ineligible expenses

**Ineligible expenses** include, but are not limited to:

- grant funds cannot be used to pay the wages of a student learner directly or indirectly;
- purchase of a vehicle;
- hotels, meals and rental cars for in-state travel;
- out-of-state transportation and travel expenses (Minnesota will be considered the home state for determining whether travel is out of state);
- fundraising;
- taxes, except sales tax on goods and services and payroll;
- lobbyists and political contributions;
- bad debts, late payment fees, finance charges or contingency funds; and
- parking violations and traffic violations.

All budget proposals will be assessed for final approval during the contracting phase. Not all components of the proposed budget may be funded based on the agency's procurement and approval processes.

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

**YST funds cannot be used for CDL-only programs, EMT-only programs, child development programming or construction or trades programming.**

## **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 according to [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. See [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**

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

## RFP attachments, available on website

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1. YST grant application form
2. Exhibit A: Addendum
3. Exhibit B: Performance capacity
4. Exhibit C: Certification that the entity is not suspended or debarred by the state of Minnesota or the federal government
5. Exhibit D: Certification that no current principals have been convicted of a felony financial crime in the past 10 years
6. Exhibit E: Evidence of good standing
7. Exhibit F: Required financial document for non-profit applicant as applicable
8. Exhibit G: Required financial document for for-profit applicant as applicable
9. Exhibit H: Acknowledgement of participation for consortium models as applicable