

Cannabis Industry Training Program

Request for Proposals

Please read through this Request for Proposals (RFP) in its entirety and review the Cannabis Industry Training Program Application Checklist, Application Form, and all associated attachments BEFORE you begin drafting application materials.

Office of Adult Career Pathways

The Cannabis Industry Training (CanTrain) Program is a competitive grant funding opportunity through the Department of Employment and Economic Development's (DEED's) Office of Adult Career Pathways.

The Office of Adult Career Pathways (ACP) serves Minnesotans at all stages of their educational and career journeys through the development and implementation of workforce training programs. ACP serves adults who traditionally face multiple barriers to employment, need enhanced educational services, wrap-around support, and supportive services in order to be successful in securing long-term family-sustaining wages. Services are intended to help eliminate racial disparities and large economic gaps for the purpose of increasing Minnesotans' literacy and access to high-growth, high-wage jobs.

Overview

Pursuant to [Laws of Minnesota 2023, Chapter 63, article 3, section 3, subdivision 1](#) Minnesota Statute 116L.90, subdivision 1, the CanTrain Program was established by DEED to award grants to (1) eligible organizations to train people for work in the legal cannabis industry, and (2) eligible individuals to acquire such training in Minnesota.

Eligible Recipients: Organizations seeking funding must be capable of providing training relevant to the legal cannabis industry, particularly for individuals facing barriers to education or employment. Eligible organizations may include educational institutions, nonprofit organizations, private businesses, community groups (with the legal structure eligible for contracting and receiving payments), units of local government, labor organizations that represent cannabis workers in the state, or partnerships between different types of organizations.

Applicant organizations and their partners must have a registration in good standing with the Minnesota Secretary of State. Nonprofit organizations must have 501(c)(3) status or other recognized tax-exempt designation and be in good standing with the Internal Revenue Service (IRS). All applicants must have a physical location open to the public at designated times, in the State of Minnesota. These requirements must be met at the time of application and throughout the term of the grant.

Eligible Uses: Grant money awarded to eligible organizations may be used for providing relevant training to individuals and/or to develop training programs specific to the legal cannabis industry. Funds may also be used to provide scholarships to eligible individuals to pursue a training program relevant to a career in the legal cannabis industry including tuition, fees, and materials cost.

Total Funds: The total amount of funds available from this program is up to \$1,920,000 each year; \$3,840,000 total.

Maximum Award: Interested parties may request up to \$500,000 total in state funds through this Request for Proposals (RFP). The amount of the request should reflect the geographic reach, scale and comprehensiveness of the expertise and services that the grant-supported project will provide. Applicants may only submit one application totaling \$500,000.

Evaluation and Selection: Funding will be allocated through a competitive process. The review committee will consist of DEED staff and community members with expertise in Workforce Development, Education and Training, and/or program-specific Business and Industry. The review committee will evaluate all eligible and complete applications received by the deadline.

To the extent possible, DEED will avoid offering partial awards. However, to meet the geographic and community equity objectives of this funding, DEED 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, DEED will proportionally reduce the outcomes/total participants served based on the original cost per participant proposed.

Scoring will be on a 100-point scale with points available in 7 sections: Organization Capacity and Relevant Experience; Program Description, Program Implementation Workplan; Outreach and Community Engagement Workplan; Partnerships and Collaboration; Performance, Evaluation and Reporting; and Budget/Fiscal Capacity.

Grant Cycle: Anticipated start date of June 2025 through June 30, 2026.

Definitions: See [Exhibit A](#) for the defined definitions of the following terms: barriers to education and/or employment, cannabis industry, local unit of government, and on-the-job training.

Important Dates

RFP Release: March 24, 2025

Proposals Due: April 18, 2025, by 5:00 p.m. Central Standard Time (CST)

Proposals should be submitted via email to acpgrants.deed@state.mn.us using the subject line “CanTrain Application – [insert applicant organization name].”

The application form and all associated attachments should be saved and submitted as one PDF attachment (.pdf). Please respond in full to each prompt and submit all required attachments as instructed.

Late or incomplete proposals will not be accepted.

Informational Webinar: 10:00 a.m. – 11:30 a.m., March 27, 2025. To join the meeting from your smartphone, tablet or computer select the [Webex](#) webinar or use the audio only call-in number 1-855-282-6330 United States Toll Free

All webinars will be recorded, and content will be made available online on the [DEED’s Competitive Grants and Contracts webpage](#).

Timeline

RFP posted on the DEED website	March 24, 2025
Informational webinar	March 27, 2025
Questions accepted via email	March 21 to April 14, 2025
Proposals due no later than 4:00 p.m. CST.....	April 18, 2025
Award notification	May 2025
Grant start date.....	June 2025
Grant end date	June 30, 2026

Disclaimer: All costs incurred in responding to the RFP will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project. The State also reserves the right to cancel the solicitation if it is in its best interest.

Alternative Format: Upon request, these materials will be made available in alternative formats and additional languages.

Table of Contents

Cannabis Industry Training Program Request for Proposals	1
Office of Adult Career Pathways	1
Overview	1
Important Dates	2
Timeline.....	2
Table of Contents	4
Introduction	6
Objectives of the CanTrain Program	6
Priorities	6
Competitive Priorities	7
Collaboration.....	7
Funding Availability	8
Technical Assistance	8
Scope of Work.....	9
Minimum Requirements	9
Eligibility	9
Program Components	9
Allowable Expenses.....	10
Tasks & Deliverables	11
Target Populations & Equity	11
Proposals.....	12
Submission and Due Date	12
Proposal Evaluation and Selection.....	12
Funding Priorities	14
Past Performance.....	14
Additional Requirements & Information	15
Conflicts of Interest.....	15

Public Data	15
Post-Selection Requirements.....	17
Pre-Contracting Requirements	17
Post-Grant Contract Agreement Requirements	20
Reporting.....	20
Grant Payments	20
Ineligible Expenses	20
Grant Monitoring	20
Contact Information.....	23
Exhibit A: Definitions.....	24

Introduction

The Minnesota Department of Employment and Economic Development (DEED) is the state's principal economic development agency. DEED programs promote business recruitment, expansion, and retention; international trade; workforce development; and community development. DEED is committed to empowering the growth of the Minnesota economy, for everyone.

Through its Office of Adult Career Pathways, DEED is seeking proposals from qualified organizations to develop and/or provide training relevant to the legal cannabis industry, particularly for individuals facing barriers to education or employment. Eligible organizations may include educational institutions, nonprofit organizations, private businesses, community groups, units of local government, labor organizations that represent cannabis workers in the state, or partnerships between different types of organizations.

Objectives of the CanTrain Program

The development of these trainings and the delivery of these services will support Minnesotans as they seek to enter and succeed in the legal adult-use cannabis industry. Through this program, eligible organizations will develop and/or deliver a training program relevant to the legal cannabis industry and provide such training to individuals seeking to enter the legal cannabis industry workforce. Funds may also be used to provide scholarships to eligible individuals to pursue a training program relevant to the legal cannabis industry. These programs are eligible to provide training for a broad range of careers in the legal cannabis industry, including both potential business owners and employees, and work in the growing, processing, and retail sectors of the legal cannabis industry. All awarded programs must prioritize serving individuals with barriers to education or employment, and those from communities that have historically experienced a disproportionate, negative impact from cannabis prohibition and cannabis use.

The anticipated overarching results from these objectives are as follows:

- Development of cannabis industry training program and curriculum
- Provision of workforce development services including:
 - job skills training
 - career counseling
 - case management
 - cannabis-specific credential attainment
 - cannabis-relevant credential attainment
 - supportive services
- Experiential Learning
 - Paid work experience, internships, structured on-the-job training
- Scholarships to Individuals
- Job Placement and Retention

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.

Minnesota Department of Administration Office of Grants Management (OGM) [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. This grant will prioritize those who have barriers to education or employment and those who have historically experienced a disproportionate, negative impact from cannabis prohibition and cannabis use.

Grant outcomes will include:

- Outcomes as required in [Minnesota Statutes 116L.98](#).
- Outcomes as listed within the “Measurable Outcomes” section of “Form 3. Work Plan” in the application.

Competitive Priorities

Priority will be given to organizations with a history of successfully providing career training to those who face barriers to education or employment. For the purposes of this RFP, the definition of “barriers to education or employment” has been adopted from the [Workforce Innovation and Opportunity Act \(WIOA\)](#). The strongest applications will effectively demonstrate the applicant organizations and its partners’ cultural competency amongst this target population.

The commissioner shall also give priority to applications where the proposed training will:

- result in an industry-relevant credential; or
- include opportunities for hands-on or on-site experience in the industry.

Collaboration

An organization may partner with another organization to utilize grant awards, provided that the organizations must not be funded by the grant to deliver the same services. Partnerships are encouraged. Applicants are required to include a letter of support from each agency or other partner they will collaborate with to provide the services outlined in the proposal. Responders must include all established partnerships in the Partnership Chart within the application.

Examples of types of partnerships include:

Educational partners: For certification or credential level training programs, accredited institutions of higher education or private career schools licensed by the Minnesota Office of Higher Education. Due to the nature of this emerging industry, exceptions to this guidance may be considered within the proposal and final grant contract if a strong rationale is provided. Preference will be given to programs with training providers based in the State of Minnesota.

Employer partners: An employer who has collaborated in the development of the grant program and commits to providing participants with opportunities for work-based learning or prioritizing graduates for open positions with the company.

It is highly encouraged to have multiple partners for these grants. Letters should be unique to the partner, include the role of the partner in the grant, their relevant experience, and any existing collaborations. For employer partners, include how the proposed training program will align to employer needs, any required credentials necessary for employment with the partner, and any commitment to offer work-based learning such as work experience and internship opportunities.

Partners may include:

- Subgrantees (individuals, organizations, institutions, businesses, trade associations or any other entities) that WILL be receiving compensation from the grant.
- Individuals, organizations, institutions, businesses/employers, trade associations or other entities that will NOT be receiving compensation for their participation in this grant.

If a partner has a potential or perceived conflict of interest, such as providing donations to the applicant or sitting on the applicant’s board of directors, ownership interests, etc., attach a letter of disclosure explaining the relationship of the partner to the applicant organization.

Funding Availability

[Laws of Minnesota 2023, chapter 63, article 9, section 9\(d\)](#) authorizes \$2,000,000 in State Fiscal Year (SFY) 2024 and \$2,000,000 in SFY 2025 for grants to eligible organizations to train people for work in the legal cannabis industry.

DEED will use 4% of the appropriated funds to administer and monitor the program. A total of up to \$3,840,000 is available for grants through this funding opportunity.

Maximum Award: Interested parties may request up to \$500,000 total in state funds through this Request for Proposals (RFP). The amount of the request should reflect the geographic reach, scale and comprehensiveness of the expertise and services that the grant-supported project will provide.

Pursuant to [Minnesota Statutes 16B.98, subdivision 1](#), the Grantee agrees to minimize administrative costs as a condition of this grant. In order to comply with Minnesota Statutes 16B.98, subdivision 1 no more than 10% of the total project budget can be dedicated to administrative cost.

Technical Assistance

For technical assistance in interpreting instructions and other questions, please contact Vanessa Roman at Vanessa.Roman@state.mn.us.

Questions must be submitted in writing via e-mail. DEED staff will post responses to frequently asked questions on DEED's website by way of the [Competitive Grants and Contracts webpage](#).

Individuals with disabilities who need alternative formats can contact DEED at 651-259-7578 for assistance.

Scope of Work

Minimum Requirements

Applicants must meet the minimum requirements to be fully considered for this grant opportunity. Applicants must conform to all instructions, conditions, and requirements included in this Request for Proposals (RFP). The applicant must submit the application form and all required attachments for the proposal to be considered complete. See the CanTrain Application Checklist for a full list of the required application materials. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the proposal are at the Responder's risk and may, at the discretion of the State, result in disqualification of the proposal. Acceptable proposals must offer all services identified in the Scope of Work and agree to the contract conditions specified throughout the RFP. These requirements must be met by every applicant to be considered.

Eligibility

The applicant/grantee must be an educational institution, nonprofit organization, private business, community group, a unit of local government including a Tribal Nation, or a labor organization that represents cannabis workers in the state or partnerships between different types of organizations with expertise in the cannabis industry in Minnesota.

To receive grant funding, an eligible organization must submit a written application to DEED, using a form developed by DEED, explaining the organization's ability to train individuals for successful careers in the legal cannabis industry, particularly individuals facing barriers to education or employment.

An eligible organization's grant application must also include:

- a description of the proposed training;
- an analysis of the degree of demand in the legal cannabis industry for the skills gained through the proposed training;
- any evidence of the organization's past success in training individuals for successful careers, particularly in new or emerging industries;
- an estimate of the cost of providing the proposed training;
- the sources and amounts of any nonstate funds or in-kind contributions that will supplement grant money, including any amounts that individuals will be charged to participate in the training; and
- any additional information requested by the commissioner.

Proposals are actively encouraged from organizations that focus on serving individuals who face barriers to education or employment, as defined by the [WIOA](#), and those from communities that have historically experienced a disproportionate, negative impact from cannabis prohibition and cannabis use.

Applicant organizations and their partners must have a registration in good standing with the Minnesota Secretary of State. Nonprofit organizations must have 501(c)(3) status or other recognized tax-exempt designation, and be in good standing with the Internal Revenue Service (IRS). All applicants must have a physical location open to the public at designated times, in the State of Minnesota. These requirements must be met at the time of application, and throughout the term of the grant.

Program Components

- Development of cannabis industry training program and curriculum
- Provision of workforce development services including:
 - job skills training
 - career counseling

- case management
- cannabis-specific credential attainment
- cannabis-relevant credential attainment
- supportive services
- Experiential Learning
 - Paid work experience, internships, structured on-the-job training
- Scholarships
 - Provision of scholarships to eligible individuals to pursue a training relevant to the legal cannabis industry
- Job Placement and Retention

All programs are required to complete one or more of the program components. This may include the development of cannabis industry training curriculum development and/or providing workforce development services including cannabis-specific or relevant training and job placement and retention services.

Scholarships must be used for training resulting in an industry recognized credential relevant to the cannabis industry and may also include support services to remove external barriers, including but not limited to childcare and transportation.

Cannabis industry training experiential learning activities are allowable; however, they are not required.

Allowable Expenses

Grant funds must be used for developing and/or administering a workforce training program to individuals relevant to the legal cannabis industry. Services provided through grant funding must be provided at no cost to the end recipient. The application must clearly define the estimated cost of developing and the estimated final cost of providing the proposed training program. Applicants must also identify any other sources and amounts of any state or nonstate funds or in-kind contributions that will supplement grant money.

Scholarship amounts are limited to \$20,000 per eligible individual inclusive of allowable support services. Scholarships shall be used to pay the costs of enrolling in a training program relevant to the legal cannabis industry, including tuition, fees, and materials costs. Scholarship funds may also be used to remove external barriers to attending such a training program, such as the cost of childcare, transportation, or other allowable support services.

Purchases of equipment required for the proposed training program are allowable but must follow the requirements set forth within this RFP.

For certificate or credential-level training programs, and scholarships training must be provided by in-state accredited institutions of higher education or private career schools licensed by the Minnesota Office of Higher Education. Due to the nature of this emerging industry, exceptions to this guidance may be considered within the proposal and final grant contract if a strong rationale is provided. Preference will be given to programs with training providers based in the State of Minnesota.

All expenses must be within the parameters specified in the [Office of Adult Career Pathways Cost Category Guidance](#).

No expenses may be incurred or obligated prior to an awarded grant contract's full execution date.

Pursuant to [Minnesota Statutes 16B.98, subdivision 1](#), the Grantee agrees to minimize administrative costs as a condition of this grant. In order to comply with Minnesota Statutes 16B.98, Subd. 1 no more than 10% of the total grant funds can be dedicated to administrative costs.

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

Tasks & Deliverables

Successful applicants will be required to:

- Utilize Workforce One as the case management system for the grant, in compliance with [Minnesota Statutes 116L.98](#).
- Enter and enroll all participants in Workforce One within 15 business days of the participant application date.
- Maintain current Workforce One data entry throughout the contract period. All information must be entered into Workforce One within 15 business days of the event date.
- Enter all case notes, activities, credentials, employment data, etc. within 15 business days of the event date into Workforce One.
- Participate in grantee onboarding training within the first 60 days of contract execution.
- Submit a quarterly narrative that describes the progress of the grant (due the 30th of the month following the end of the quarter).
- Participate in 30, 60, and 90-day check-in meetings with the ACP Grant Coordinator.
- Participate in quarterly engagement sessions with other grantees.
- Actively participate in evaluation and data collection efforts that assess the impact of this initiative.
- Submit monthly Reimbursement Payment Request Forms (RPRs) to the designated contact within DEED. RPRs must accurately reflect actual grant expenditures and obligations consistent with rates of participation which grant administrators will be able to track.
- Purchases of equipment over \$5,000 must be pre-approved by DEED, outlined within the agreed-upon contract, and follow the bidding process as outlined within the Adult Career Pathways Program Operations Guide.
- Comply with applicable State and Federal requirements/policies. Applicable policies may include but are not limited to: Federal Regulations, DEED policies, State Statutes, Uniform Guidance, and the Office of Grants Management Policies.
- Grantees providing direct services to individuals are required to follow DEED program administration guidelines, including reviewing and following all program requirements as outlined in the Adult Career Pathways Program Operations Guide.

Target Populations & Equity

Eligible participants for this program must be:

- 21 years of age or older
- Minnesota Residents
- Authorized to work in the United States

Additionally, priority for enrollment must be given to those who have barriers to education and employment, and to those who have historically experienced a disproportionate, negative impact from cannabis prohibition and cannabis use.

Proposals

Proposals must conform to all instructions, conditions, and requirements included in the Request for Proposals (RFP). The applicant must submit all items on CanTrain Application Checklist for the application to be considered complete. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the proposal are at the Responder's risk and may, at the discretion of the State, result in disqualification of the proposal. Acceptable proposals must offer all services identified in the Scope of Work and agree to the contract conditions specified throughout the RFP.

DEED reserves the right to require adjustments to awarded submissions during the final grant contracting process.

Submission and Due Date

To submit a proposal, you must email the completed application materials to acpgrants.deed@state.mn.us with the subject line "CanTrain Application – [insert applicant organization name]." The application and all attachments should be saved and submitted as PDF (.pdf). The application and all required forms must be completed in their entirety, or the submission will not be considered for funding.

All applications must be timestamped and received by DEED via email no later than 5:00 p.m. Central Time by April 18, 2025. Late applications will not be considered. The applicant will incur all costs incurred in applying to this RFP.

Proposal Evaluation and Selection

The review committee will be reviewing each applicant on a 100-point scale. A standardized scoring system will be used to describe how the applicant will be rated on the various criteria and used by reviewers to determine the extent to which the applicant meets the criteria.

Proposals will be reviewed, and scored by reviewers who will provide a recommendation to the Commissioner for final review and award decisions. The review committee will consist of DEED staff and community members with expertise in Workforce Development, Education and Training, and/or program-specific Business and Industry. The review committee will evaluate all eligible and complete applications received by the deadline.

The Commissioner of DEED will review all committee recommendations and is responsible for award decisions. The Commissioner of DEED reserves the right to prioritize resources to proposals that address racial equity and geographical location, and to increase or decrease the amount of the funding requested. The award decisions of DEED are final and not subject to appeal.

Scoring will be on a 100-point scale with points available in 7 sections:

1. Organizational Capacity and Relevant Experience (15 points)
2. Program Description (25 points)
3. Program Implementation Workplan (20 points)
4. Outreach and Community Engagement Workplan (10 points)
5. Partnerships and Collaboration (10 points)
6. Performance, Evaluation and Reporting (10 points)
7. Budget/Fiscal Capacity (10 points)

1. Organizational Capacity and Relevant Experience (15 points)

- a. Strong proposals will demonstrate:
 - i. Relevant staff expertise and cultural competency amongst target populations;

- ii. An organizational history of providing successful career training to individuals and communities who have faced barriers to education or employment;
- iii. Past success in coordinating collaborative, partnership-based efforts; and
- iv. Organizational experience in grants management

2. Program Description (25 points)

- a. Strong proposals will:
 - i. Clearly articulate the proposed training and workforce program;
 - i. And include information on any experiential learning opportunities
 - ii. And demonstrate an emphasis on employment placement and retention upon completion
 - ii. Provide an analysis of the degree of demand in the legal cannabis industry for the skills/credentials gained through the program, and
 - iii. Provide a strong justification for the request for support, demonstrating need and explaining how the program will meet the CanTrain program objectives.
 - iv. If provisioning scholarships, demonstrate a history of providing case management and oversight of Individual Training Accounts or similarly structured programs.

3. Program Implementation Workplan (20 points)

- a. Strong proposals will:
 - i. Effectively operationalize the project description by breaking it down into action steps; and
 - ii. Provide a detailed and realistic project timeline.

4. Outreach and Community Engagement Workplan (10 points)

- a. Strong proposals will:
 - i. Clearly explain how the applicant organization and its partners plan to engage target populations.
 - ii. Include innovative outreach methodologies to reach those who are not currently engaged in the education or workforce systems.
 - iii. Include information about employer engagement.

5. Partnerships and Collaboration (10 points)

- a. Strong proposals will include:
 - i. Partners that are complementary and offer unique expertise needed to successfully implement the proposed program; and
 - ii. A clear division of both programmatic and administrative responsibilities.

6. Performance, Evaluation and Reporting (10 points)

- a. Strong proposals will:
 - i. Outline detailed plans for defining, tracking, and measuring project outcomes; and
 - ii. Include a plan for required data entry and tracking in Workforce One.

7. Budget/Fiscal (10 points)

- a. Strong proposals will feature:
 - A balanced organizational budget;
 - i. A realistic project budget; and
 - ii. Provide information on any leveraging of matching funds, if available.

Funding 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.

[OGM Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities.

In awarding grants, priority must be given to organizations with a successful history of providing career training to individuals that face barriers to education or employment, as defined by the [WIOA](#). When deciding between comparably scored applications, DEED will seek to support a suite of proposals that collectively represent a diversity of persons, delivery formats, and geographies served.

Past Performance

In accordance with Minnesota Department of Administration, [OGM Policy 08-13](#), past performance on awarded and closed Minnesota state grants will be considered when evaluating proposals for future grants. Past performance for DEED's Adult Career Pathways grants will examine the numbers of participants served, the number of participants who completed a training program, and the number of participants who obtained employment upon completion on the last completed biennium grants.

New grantees will not be held to this policy, and current/former Grantees who have met outcomes as defined in the grant contract will be considered compliant.

Additional Requirements & Information

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, subdivisions 2-3](#) and [OGM Policy 08-01](#).

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.

Examples of actions or situations that violate the State's conflict of interest policy for grantees include, but are not limited to:

- A grantee's representatives having personal financial interest in clients or businesses receiving services from this program.
- A grantee having ownership stake of a business receiving services from this program.
- A grantee seeking or in possession of purchase agreements for businesses receiving services from this program.

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.

In order to mitigate possible conflicts of interest, applicants will be required to adhere to and provide a copy of their organization's most up-to-date professional code of conduct.

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 [Minnesota Statutes 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 DEED as part of the evaluation process (except trade secret data as defined and classified in Minnesota Statutes 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.

Grant Provisions

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

Accountability and Reporting

Grantees are required to collect and report data on participants during service delivery. Grantees must input participant data into DEED's case management system – Workforce One. All programs funded in whole or in part by state funds are subject to the requirements in the RFP, and as found in [Minnesota Statutes 116L.98 Workforce Program Outcomes](#).

Grantees are also required to submit quarterly grant reports, and monthly financial reports each year of the grant period.

This information will be used to monitor grantees' service delivery, confirm grant reimbursement requests, and measure performance.

Post-Selection Requirements

If you are selected from an award from this program your organization will be required to comply with the following post-selection requirements.

Pre-Contracting Requirements

The following requirements apply before a contract is executed with your organization.

Tax Identification and UEI Numbers

DEED grantees are required to have both state and federal tax identification numbers, and a valid Unique Entity Identifier (UEI) number created in SAM.gov. A UEI number is a unique, twelve-digit identification number for each physical location of your business. UEI numbers are free for all state vendors and can be obtained via the [SAM.gov website](https://sam.gov).

Vendor Registration

Grant recipients new to DEED-funded grants must complete a master grant agreement before DEED will disburse any funds. The State of Minnesota's accounting and procurement system is called State-Wide Integrated Financial Tools (SWIFT). Every organization or subgrantee doing business with the state is considered a vendor. Vendors must be registered with the State of Minnesota. Vendors can interact with the state through the [Supplier Portal](#), which is part of SWIFT. The Supplier Portal allows vendors to login and view payment detail as well as maintain address and contact information related to their vendor record. For new prospective grantees (vendors), if you are awarded a grant, it will be necessary to register as vendor via the [Vendor Registration link](#).

Upon approval of an application and before beginning work on the grant project and receiving reimbursements, the applicant must:

- Complete an IRS W-9 form or register as a vendor in SWIFT, the state's accounting system, or confirm that the information in SWIFT is still correct.
- Submit any other required documentation within 30 days of award notification.
- Submit documentation to meet the pre-award financial review requirements.
- Sign a grant contract agreement showing their intention to complete the proposed tasks. The agreement also authorizes DEED to monitor the progress of the project. This agreement must be signed within 30 days of being sent to the grantee.

Eligible expenses may only be incurred after the contract has been signed by all parties. Grant contracts will have an end date no later than June 30, 2026, and cannot be extended.

Other State and Federal Requirements

DEED grantees must also comply with all state and federal requirements including, but not limited to:

- Worker's compensation;
- Affirmative action;
- Data privacy;
- Equal Employment Opportunity;
- The Americans with Disabilities Act (ADA);
- Voter Registration; and
- Unemployment Insurance. *

*A grantee's Unemployment Insurance account must be current. Please complete Form 4: Unemployment Insurance Account Consent as part of your application.

Financial and Capacity Review

All grantees as defined in [Minnesota Statutes 16B.981, subdivision 1\(c\)](#) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

Depending on the results of the financial review, per Minnesota Statutes 16B.981 and Laws of Minnesota 2023, [Chapter 62](#), article 7, section 11, subdivisions 3-5, DEED has the authority 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 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.

Required Documents for a Financial Capacity Review

[Minnesota Statutes 16B.981](#)/Laws of Minnesota 2023, [Chapter 62](#), Article 7, Section 11 requires that a financial and capacity review is conducted prior to grant awards of \$50,000 or more.

In order 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: Form 9
- ii. Certification: No current principals have been convicted of a felony financial crime in the last ten years: All potential Grantees: Form 10
- iii. Evidence of good standing: For-profit and nonprofit potential grantees: Form 11
- iv. Nonprofit grantees as applicable: Form 12
 - a. Includes most recent Form 990 or Form 990-EZ
 - b. 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 Minnesota Statutes 309.53
 - c. 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 financial documentation: Application Form 13: For-Profit Required Documents, Lien Disclosure, and Certification: For-Profit applicants must attach the financial documents listed below:
 - a. Most current federal and state tax returns
 - b. Current Financial Statements

The submission of inaccurate or misleading information will 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.

Additional Considerations

A program providing experiential learning must ensure the employer on record complies with the employee safeguard laws: Sick and Safe Time and Paid Family and Medical Leave.

Earned Sick and Safe Time; [Effective Jan. 1, 2024](#), Minnesota's earned sick and safe time law requires employers to provide paid leave to employees who work in the state. For more information see: <https://www.dli.mn.gov/sick-leave>

Paid Family and Medical Leave; Effective January 1, 2026, paid family and medical leave benefits to provide Minnesotans with paid time off when a serious health condition prevents them from working, when they need time to care for a family member or a new child, for certain military-related events or for certain personal safety issues.

The two main types of leave:

- **Family Leave** to care for a family member with a serious health condition, or if they are bonding with a new baby or child in their family.
- **Medical Leave** when their own serious health condition prevents them from working.

Additionally, Minnesotans will be able to take leave to support a family member in the military deploying overseas, or if them or a family member are facing a significant personal safety issue. For more information see: <https://mn.gov/deed/programs-services/paid-family/>.

Post-Grant Contract Agreement Requirements

These requirements apply once a grant contract agreement has been executed with your organization.

Reporting

Grant recipients must report to the Commissioner of DEED on the outcomes of the grant program, including but not limited to the number and demographic information of the small businesses/entrepreneurs recruited and served, the amount of hours services provided, number of licenses obtained, and number of events and training sessions.

Grant recipients will be required to submit quarterly and annual program reports. Grantees must submit quarterly progress reports including the outcomes listed in the workplan using a template sent when the grant contract is complete. A final report is due when the project is finished and closed out within 30 days of project end. If awarded, reporting forms will be provided by DEED. Reporting requirements may vary depending on the project type and delivery method.

In addition, grantees must actively participate in evaluation and data collection efforts as described in the grant proposal that assess the impact of this initiative. Whenever possible, program participants will be asked to participate in entry and exit surveys that will be standardized and collected by DEED. If awarded, DEED will provide further instruction.

Grant Payments

Per OGM [Policy 08-08](#) reimbursement is the preferred 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 DEED has given the grantee a written extension.

On a monthly basis, grantees must prepare and submit Reimbursement Request Forms with supporting documentation (invoices, canceled checks, time sheets, etc.) as requested to a grant administrator within DEED. These forms must accurately reflect expenditures and obligations consistent with rates of participation which grant administrators will be able to track. Upon request, grantees must provide proof that grant project work has been done by submitting details of each purchase on receipts or invoices, and proof that the vendors have been paid.

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Capital costs associated with construction, reconfiguration, renovations, or similar expenditures.
- 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.

Grant Monitoring

[Minnesota Statutes 16B.97](#) and OGM [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.

The monitoring schedule will be: Scheduled in cooperation with the grantee.

Grantee Bidding Requirements:

For Nongovernmental organizations and for-profit businesses

Any grant-funded services and/or materials that are expected to cost:

- \$100,000 or more must undergo a formal notice and bidding process.
- Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
- 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.

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](#).

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.

The grantee must not contract with vendors who are suspended or debarred in MN: [Suspended/Debarred Vendor Information](#).

Prevailing wage rates are required to be paid on an economic development project site if that project receives or will be receiving state financial assistance in the form of a grant where a single business receives \$200,000 or more of the grant proceeds, a loan or the guaranty or purchase of a loan if a single business receives \$500,000 or more of the loan proceeds, or certain tax incentives, per [Minnesota Statutes 116J.871](#). For economic development projects subject to the prevailing wage requirements in Minnesota Statutes 116J.871, Grantee must ensure that Grantee and all contractors and subcontractors comply with applicable prevailing wage requirements including submitting all required certified payroll records, as described in the attached "Prevailing Wage Certification – Minnesota Statutes 116J.871," to the following email address: wagedata.deed@state.mn.us.

For questions regarding prevailing wage please contact:

Minnesota Department of Labor and Industry
Prevailing Wage
443 Lafayette Road N.
St. Paul, MN 55155
Phone: 651-284-5091
Email: dli.prevwage@state.mn.us

For Municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minnesota Statutes 471.345](#).

The grantee must not contract with vendors who are suspended or debarred in MN: [Suspended/Debarred Vendor Information](#).

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 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 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.

Affirmative Action and Non-Discrimination requirements for all Grantees:

- A. The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status regarding public assistance, membership or activity in a local commission, disability, sexual orientation, or age regarding any position for which the employee or applicant for employment is qualified. [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.
- B. The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability regarding 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](#).

Voter Registration Requirement:

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.

Contact Information

All costs incurred in responding to the Request for Proposal (RFP) will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project. The State also reserves the right to cancel the solicitation if it is considered to be in its best interests.

Applications must be submitted via email by April 16th, 2025, timestamp and received by DEED by 5:00PM (CST) to:

DEED Employment and Training Division

Office of Adult Career Pathways

Email: acpgrants.deed@state.mn.us

Applicants will receive an autoreply to confirm receipt of their submission. If your submission does not receive an autoreply confirmation within one hour of submission, please contact: Vanessa.Roman@state.mn.us

Exhibit A: Definitions

Barriers to Education and/or Employment: Pursuant to the [Workforce Innovation and Opportunity Act \(WIOA\)](#), barriers to education and/or employment may include but are not limited to:

- Training, materials, and testing costs;
- Poverty or inability to pay for living expenses;
- Immigration status;
- Criminal histories;
- Differing abilities and/or needs for accommodations;
- Childcare or dependent care needs;
- Ease and cost of transportation;
- Inconsistent internet access;
- Inadequate or unstable housing; and/or
- Language barriers.

Pursuant to [Laws of Minnesota 2023, chapter 63, article 1, section 1](#) and for the purposes of this grant program the terms defined below have the following meanings given:

Cannabis Industry: every item, product, person, process, action, business, or other thing related to cannabis flower and cannabis products and subject to regulation under Minnesota Law, Chapter 63.

Local Unit of Government: a home rule charter or statutory city, county, town, or other political subdivision.

On-the-Job Training: On-the-job training (OJT) is a contractual agreement between the training provider/grantee and an employer. The employer agrees to employ and train the participant, and the training provider/grantee agrees to reimburse a portion of the participant's wages (50 percent or more, depending on various criteria) for an agreed upon length of time. The participant is retained as a full-time, unsubsidized employee by the employer upon the expiration of the contract.