

State Fiscal Years (SFY) 2026 and 2027 Request for Proposals: Growing Careers: Agriculture Workforce Competitive Grant

Please read through this Request for Proposals (RFP) in its entirety and review the Growing Careers: Agriculture Workforce Competitive Grant Program Application Packet and all associated attachments BEFORE you begin drafting application materials.

Office of Adult Career Pathways

The Growing Careers: Agriculture Workforce Competitive Grant Program (Growing Careers) 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.

Grant Overview

DEED, through its Adult Career Pathways Programs, is seeking proposals from qualified responders to provide services through the Growing Careers: Agriculture Workforce Competitive Grants. The Growing Careers competitive grants must provide outreach, case management, work readiness, skills training specific or relevant to the agriculture sector, support services, and job placement and retention services

Funding Availability

Amount of grant funds available: \$2,400,000 total as authorized under Minnesota Statute [116L.17](#) and approved by the Minnesota Job Skills Partnership Board.

- Applicants may apply for a maximum of \$500,000.
 - Awards will run from the awarded grant agreement execution date to 06/30/2027.

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 based on the original cost per participant proposed.

If an awarded organization is unable to expend the award or complete the grant execution, DEED reserves the right to reallocate awarded funds to other organizations who have been awarded Growing Careers competitive grants funds, have demonstrated satisfactory grant performance, and the ability to utilize additional funds.

Timeline

RFP posted on the DEED website	June 2, 2025
Informational webinar	June 16, 2025
Questions accepted via email	June 2 to July 11, 2025
Proposals due no later than 5:00 p.m. CST	July 17, 2025
Award notification	August 2025
Grant start date.....	Date all parties sign
Grant end date	June 30, 2027

Disclaimer: All costs incurred in responding to the RFP will be borne by responder. This RFP does not obligate the State to award a contract or complete the project. The State also receives 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.

Awards are expected to be announced on or around 08-27-2025. If selected, no costs may be incurred prior to July 1, 2025, or the grant execution date (date all parties sign) whichever occurs later. Any costs incurred prior to this date will not be reimbursed.

If awarded, DEED reserves the right to require changes to the awarded proposal at the time of contracting.

Minimum Requirements:

Applicants must meet the minimum requirements to be considered for this grant opportunity. Applicants must be an eligible applicant as listed in the [eligibility section](#) and submit a completed and signed application with the Required Nonprofit Grantee Documents by 5:00 PM on July 17th, 2025.

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.

These requirements must be met by every applicant to be considered for funding under this Request for Proposal (RFP).

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.

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 serve persons from communities of color and/or low-income communities.

Grant outcomes will include:

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

Eligible Applicants:

Eligible organizations must be one of the following:

- Nonprofit organization
- State or local government units, including Tribal governments
- Community action agencies
- Business organizations or trade associations (with 501(c)6 tax filing)
- Labor 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.

Organizations may submit a maximum of one (1) proposal as the primary grantee, but may be listed as partners, subgrantees, or collaborators on other proposals.

For all Adult Career Pathways Grant Program Competitive Grants, funding will be prioritized to serving areas with historically high unemployment rates, low academic achievement rates, and where median income is below family sustainable wage (Less than \$50,000).

Eligible Services:

- Employment Services: including career counseling, skill assessment, work readiness, case management, job search assistance, and job placement/retention services.
- Support Services: including but not limited to gas cards, work clothing, and food support. Incentive payments may also be offered to participants for meeting milestones throughout their enrollment.
- Short-term training in agriculture-specific or agriculture-relevant programs
- Long-term training in agriculture-specific or agriculture-relevant programs
- On-the-Job Training contracts, paid work experience, paid internships

Target Populations:

Proposed services must serve Dislocated Workers as outlined in Minnesota Statute [116L.17](#)

Eligible participants for this program must meet all of the following criteria:

- Dislocated Worker as outlined in Minnesota Statute [116L.17](#)
- Minnesota residents
- Authorized to work in the United States
- Not enrolled in any K-12 school

"Dislocated worker" means an individual who is a resident of Minnesota at the time employment ceased or was working in the state at the time employment ceased and:

- has been permanently separated or has received a notice of permanent separation from public or private sector employment and is eligible for or has exhausted entitlement to unemployment benefits, and is unlikely to return to the previous industry or occupation;
- has been long-term unemployed and has limited opportunities for employment or reemployment in the same or a similar occupation in the area in which the individual resides, including older individuals who may have substantial barriers to employment by reason of age;
- has been terminated or has received a notice of termination of employment as a result of a plant closing or a substantial layoff at a plant, facility, or enterprise;
- has been self-employed, including farmers and ranchers, and is unemployed as a result of general economic conditions in the community in which the individual resides or because of natural disasters;
- is a veteran as defined by section [197.447](#), has been discharged or released from active duty under honorable conditions within the last 36 months, and (i) is unemployed or (ii) is employed in a job verified to be below the skill level and earning capacity of the veteran;
- is an individual determined by the United States Department of Labor to be covered by trade adjustment assistance under United States Code, title 19, sections 2271 to 2331, as amended;
- is a displaced homemaker. A "displaced homemaker" is an individual who has spent a substantial number of years in the home providing homemaking service and (i) has been dependent upon the financial support of another; and due to divorce, separation, death, or disability of that person, must now find employment to self support; or (ii) derived the substantial share of support from public assistance on account of dependents in the home and no longer receives such support. To be eligible under this clause, the support must have ceased while the worker resided in Minnesota;
- is the spouse of a member of the United States armed forces who is on active duty and who meets at least one of the following: (i) has lost employment as a direct result of relocation to accommodate a permanent change in the service member's duty station; or (ii) is unemployed or underemployed and facing barriers to obtaining or upgrading employment;
- is an individual with non-work-related injuries or illnesses who does not have a workers' compensation case but needs support to reenter or remain in the workforce; or
- is an adult with a low income, is a recipient of public assistance, or is deficient in basic skills.

Competitive Priorities

DEED is committed to empowering the growth of the Minnesota economy for everyone. DEED facilitates an economic environment to produce jobs and improve the quality of the state's workforce.

Within DEED's Employment & Training Division, programs will be focused on awarding proposals that place an emphasis on the following:

Equity

DEED's Employment & Training Division programs seek to build an inclusive, skilled workforce and reduce disparities based on race, disability, and gender. Equity priorities to consider are as follows:

- Ensuring that training participants with the most significant barriers to employment have equitable access to training and employment opportunities.
- Ensuring that organizations serving hardest-to-serve populations reflect the community accessing the services and incorporating human-centered design into their programs.
- Reducing and eliminating disparities by empowering all members of our workforce to result in a more equitable and prosperous Minnesota for individuals, families, businesses, and communities.

Innovation

DEED's Employment & Training Division recognizes that new solutions must be developed to respond to new and ongoing challenges in our workforce and communities. Examples are:

- Programs that are mission-driven, utilizing best practices while having an innovation mindset to creatively imagine and apply new approaches to success.
- Initiatives that clearly show the development of innovative approaches to outreach and recruitment, reaching those who have been disconnected and disenfranchised from the workforce.
- The design and implementation of new, efficient, and effective systems for workforce development programs that address skills shortages, remove barriers to lifelong learning, and help workers improve their employability.

DEED will facilitate the growth of innovative programs by providing resources to ensure the program's ability to grow and expand.

Performance

DEED's Employment & Training Division programs are built on a foundation of partnerships, most significantly between program providers and employers to further develop opportunities for participants and increase provider performance.

- **Employment/Job Placement:** Employer partners that will offer livable wage jobs and job advancement to program participants.
- **Job Retention:** Programs that provide intentional support for participants to retain employment and advance in their chosen field.
- **Median Earnings:** Programs that pursue training and/or development that target industries and jobs with livable wages.
- **Credential Attainment Rate:** Programs that yield measurable results demonstrated by attainment of foundational skills and industry specific qualifications.

Collaboration

An organization may partner with another organization to utilize grant awards. Partnerships are encouraged. Applicants are required to include a letter of support from each agency or other partner with which they will be engaging to provide the services outlined in the proposal. 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.
- **Employer partners:** An employer who has collaborated in the development of the grant program and commits to providing participants with opportunities for placement, work-based learning or prioritizing graduates for open positions with the company.
 - 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 placement, work-based learning such as work experience and internship opportunities.

It is **highly encouraged** to have multiple partners for these grants. Quality partnership letters are not form letters. Letters should be unique to the partner. Within the letter include the role of the partner in the grant, their relevant experience, and any existing collaborations.

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, attach a letter of disclosure explaining the relationship of the partner to the applicant organization.

Program Requirements

The primary objective for all grants under this RFP is to provide dislocated workers with the ability to connect to and receive quality workforce development services. These organizations will be required to mitigate barriers to employment, provide training within or relevant to the agriculture sector, and move people into careers that lead to a family-sustaining wage. All activities funded under this RFP must align with this objective.

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

Jobs and Skills Training

The Growing Careers: Agriculture Workforce Competitive Grants must provide services and skills training that lead to employment in the agriculture sector.

Eligible services and skills training may include the following examples:

1. Agriculture-specific or relevant job training resulting in a certificate or industry-recognized credential;
2. Work-based learning such as paid work experience, internships, or on-the-job training¹;
3. Career and educational counseling;
4. Supportive services;
5. Post-program case management services;
6. Job placement services.

Industry Sector Alignment Requirement

The following positions are examples of Occupations in Demand that would be supported through this grant. All training under this grant must be agriculture-specific, or relevant to the agriculture sector.

111 - Crop Production – Occupations in Demand

SOC Code	SOC Occupational Title	Median Annual Wage	2022-2032 Projected Numeric Growth	Typical Education Required	Typical On-the-Job Training
119013	Farmers, ranchers, & other agricultural managers	\$81,013/yr	16,330	High school diploma or equiv.	None
452091	Agricultural equipment operators	\$50,255/yr	2,202	High school diploma or equiv.	Moderate-term OJT
451011	First-line supervisors of farming, fishing, & forestry workers	\$61,275/yr	1,345	High school diploma or equiv.	Moderate-term OJT
533032	Heavy & tractor-trailer truck drivers	\$62,177/yr	48,642	Vocational training	Short-term OJT
533033	Light truck drivers	\$48,660/yr	22,912	High school diploma or equiv.	Short-term OJT
493041	Farm equipment mechanics & service technicians	\$62,461/yr	1,895	Vocational training	Moderate-term OJT

¹ On-the-job training in this context refers to 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 expectation is that the participant is retained as a full time, unsubsidized employee upon the expiration of the contract.

112 - Animal Production – Occupations in Demand

SOC Code	SOC Occupational Title	Median Annual Wage	Projected Numeric Growth	Typical Education Required	Typical On-the-Job Training
119013	Farmers, ranchers, & other agricultural managers	\$81,013/yr	16,330	High school diploma or equiv.	None
451011	First-line supervisors of farming, fishing, & forestry workers	\$61,275/yr	1,345	High school diploma or equiv.	Moderate-term OJT
392011	Animal trainers	\$42,912/yr	1,173	High school diploma or equiv.	Moderate-term OJT
452021	Animal breeders	\$43,784/yr	322	High school diploma or equiv.	Moderate-term OJT
452091	Agricultural equipment operators	\$50,255/yr	2,202	High school diploma or equiv.	Moderate-term OJT
499071	Maintenance & repair workers, general	\$53,529/yr	28,523	High school diploma or equiv.	Moderate-term OJT

115 - Support Activities for Agriculture – Occupations in Demand

SOC Code	SOC Occupational Title	Median Annual Wage	Projected Numeric Growth	Typical Education Required	Typical On-the-Job Training
392011	Animal trainers	\$42,912/yr	1,173	High school diploma or equiv.	Moderate-term OJT
119013	Farmers, ranchers, & other agricultural managers	\$81,013/yr	16,330	High school diploma or equiv.	None
191032	Foresters	\$71,084/yr	316	Bachelor's degree	None
373012	Pesticide handlers, sprayers, & applicators, vegetation	\$50,221/yr	1,227	High school diploma or equiv.	Short-term OJT
194013	Food science technicians	\$50,748/yr	458	Associate's degree	Moderate-term OJT
537051	Industrial truck & tractor operators	\$49,466/yr	7,836	High school diploma or equiv.	Short-term OJT
533032	Heavy & tractor-trailer truck drivers	\$62,177/yr	48,642	Vocational training	Short-term OJT
452041	Graders & sorters, agricultural products	\$51,291/yr	359	High school diploma or equiv.	Short-term OJT
452091	Agricultural equipment operators	\$50,255/yr	2,202	High school diploma or equiv.	Moderate-term OJT

SOC Code	SOC Occupational Title	Median Annual Wage	Projected Numeric Growth	Typical Education Required	Typical On-the-Job Training
113071	Transportation, storage, & distribution managers	\$114,283/yr	3,405	High school diploma or equiv.	Long-term OJT
194012	Agricultural technicians	\$42,733/yr	749	Associate's degree	Moderate-term OJT
172141	Mechanical engineers	\$97,375/yr	3,996	Bachelor's degree	None
192031	Chemists	\$83,055/yr	1,525	Bachelor's degree	None
292056	Veterinary technologists & technicians	\$47,771/yr	4,746	Associate's degree	None
493041	Farm equipment mechanics & service technicians	\$62,461/yr	1,895	Vocational training	Moderate-term OJT
51-3021	Butchers and meat cutters	\$47,048/yr	3,079	High school diploma or equiv.	Long-term OJT
19-1013	Soil and plant scientists	\$67,829/yr	299	Bachelor's degree	None
19-4012	Agricultural technicians	\$42,733/yr	749	Associate's degree	Moderate-term OJT
19-4013	Food Science Technicians	\$50,748/yr	458	Associate's degree	Moderate-term OJT
49-3031	Bus & Truck Mechanics & Diesel Engine Specialists	\$64,272/yr	5,777	Vocational training	Moderate-term OJT
49-3042	Mobile Heavy Equipment Mechanics, exc. Engines	\$73,141/yr	2,571	Vocational training	Moderate-term OJT
49-3053	Outdoor Equipment & Small Engine Mechanics	\$49,417/yr	935	High school diploma or equiv.	Moderate-term OJT

Tasks/Deliverables

Successful applicants will be required to:

- Follow all policies for the Minnesota State Dislocated Worker Program.
- Utilize Workforce One as the case management system for the grant, in compliance with [Minnesota Statute 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 grant agreement 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 grant agreement 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 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 grant agreement, and follow the bidding process 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](#). If any policy conflicts are found between Adult Career Pathways guidance and Dislocated Worker policy, Dislocated Worker policy shall guide.

Additional Considerations

A program providing work-based 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're 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 they or a family member are facing a significant personal safety issue. For more information see: <https://mn.gov/deed/programs-services/paid-family/>.

Selection Criteria and Weight

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

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

1. Organizational Capacity and Relevant Experience (10 points)
2. Program Description (30 points)
3. Program Implementation Workplan (15 points)
4. Outreach and Community Engagement Workplan (10 points)
5. Partnerships and Collaboration (10 points)
6. Performance, Evaluation and Reporting (15 points)
7. Budget/Fiscal Capacity (10 points)

The Application is in a question/answer format and must be completed in its entirety. The following is a list of the sections within the application with recommendations on what to include to be considered a strong proposal.

1. Organizational Capacity and Relevant Experience (10 points)

- a. Strong proposals will include:
 - 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 and/or employment;
 - iii. Past success in coordinating collaborative, partnership-based efforts;
 - iv. Organizational experience in grants management; and
 - v. Complete Cover Sheet with a realistic estimated cost per participant.

2. Program Description (30 points)

- a. Strong proposals will:
 - i. Clearly articulate the proposed workforce program;
 - i. And include information on any experiential (paid work experience, On-The-Job Training, paid internship) 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 agriculture sector 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 Growing Careers program objectives.

3. Program Implementation Workplan (15 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.
 - iii. Include a completed Workplan Table with realistic projections.

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 dislocated workers.

- 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.
 - iii. Information about employer engagement.
 - iv. A completed Partnership Chart with companion letters of support/intent to contract.

6. Performance, Evaluation and Reporting (15 points)

- a. Strong proposals will:
 - i. Outline detailed plans for defining, tracking, and measuring project outcomes; and
 - ii. Demonstrate a plan to enter and maintain data in the Workforce One (WF1) system.

7. Budget/Fiscal (10 points)

- a. Strong proposals will feature:
 - i. A balanced organizational budget;
 - ii. A realistic project budget;
 - iii. Information on any leveraging of matching funds, if available; and
 - iv. A completed Budget table.

Performance Measurement

Performance measurement is a **critical element of accountability for public resources**. During the funding period, DEED will enhance its review and evaluation of program performance by examining the multiple performance data reported in Workforce One. Some key performance measurements will be Job Placements, Wage Rate, Job Retention and Credential Attainment.

DEED believes that these four critical performance indicators, along with quality demographic data will highlight the comprehensive work our partners perform, and it will provide reliable data on the effectiveness and efficiency of the funded programs, and thereafter help with making future program and funding decisions.

All programs funded in whole or in part by state funds are subject to the requirements in the RFP, and as found in [Minnesota Statute 116L.98 Workforce Program Outcomes](#).

In accordance with OGM [Policy 08-13](#), past performance on awarded and closed Minnesota state grants will be considered when evaluating proposals for future grants. New Grantees will not be held to this policy, and former Grantees who have met outcomes as defined in the grant agreement will be considered compliant.

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.

Required Financial and Grantee Capacity Review

[Minnesota Statute 16B.981](#) requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in [Minnesota Statute 16B.981 Subd. 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.

In order to comply with this requirement, the following information and documents (all forms are included within the application) will need to be submitted before the grant agreement is fully executed:

A. Capacity Responses: All potential grantees: Form 9

Please describe your history of performing the work that will be funded by the grant. Include a description of your organization's current staffing, current budget, and capacity to perform the work required under this grant.

B. Certification: No current principals have been convicted of a felony financial crime in the last ten years: All potential Grantees: Form 10

C. Evidence of good standing: For-profit and nonprofit potential grantees: Form 11

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

D. Nonprofit grantees as applicable: Form 12

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

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

[Minnesota Statute 16B.981, Subd. 3-5](#) establishes the authority for a granting agency to:

- Provide or require enhanced grant oversight
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement.
 - The potential grantee has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant.
 - The granting agency must provide notice of this determination to not award the grant to the grantee and the Commissioner of 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

Questions:

- All questions must be submitted in writing via email to Vanessa Roman, Vanessa.Roman@state.mn.us
- All answers will be posted weekly at <https://mn.gov/deed/about/contracts/open-rfp.jsp>

- Please submit questions no later than 5:00 p.m. Central Time, on 07-11-2025. Questions will not be accepted after this date.
- An informational webinar will be held for interested responders on: June 16, 2025, at 10:00 a.m. This webinar will be recorded and posted to the DEED Competitive Grants and Contracts webpage.
- Link to webinar:
<https://minnesota.webex.com/minnesota/j.php?MTID=m29a7a2854ad90952938e286cb58b6cd8>

Application Content

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

- Form 1: Cover Sheet
- Form 2: Narrative Responses
- Form 3: Work Plan
- Form 4: Budget
- Form 5: Partnership Chart
- Form 6: Unemployment Insurance Account Consent
- Form 7: Applicant Conflict of Interest Disclosure Form
- Form 8: Affidavit of Non-Collusion
- Form 9: Performance Capacity
- Form 10: No Conviction of Felony Financial Crime by Principal
- Form 11: Evidence of Good Standing
- Form 12: Required Nonprofit Grantee Documents (form and accompanying required financial documents)

Please do not submit any other materials (binders, photos, etc.).

Unrequested materials will not be reviewed.

IMPORTANT: Applicants may be required to supplement their proposals at the request of the Commissioner of DEED and/or the Governor's Office.

Application Submission:

All applications must be time stamp received by DEED via email no later than 5:00 p.m. Central Time, on Thursday, July 17th, 2025. Late applications will not be considered. The submission must include the signed and completed Application and all required nonprofit documents.

Applications must be submitted via email as a PDF to:

DEED Employment and Training Division

Office of Adult Career Pathways

Email: ACPgrants.deed@state.mn.us

The state is not responsible for any errors or delays caused by technology-related issues. Applicants should anticipate delays in the application getting through DEED's system, and therefore should submit their application before the deadline time.

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

Disclaimer:

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 grant agreement 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 to:

DEED Employment and Training Division

Office of Adult Career Pathways

Email: ACPgrants.deed@state.mn.us

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

REVIEW PROCESS AND TIMELINE

The review committee will evaluate all eligible and complete applications received by the deadline. DEED will review all committee recommendations and is responsible for award decisions.

RFP posted on the DEED website	June 2, 2025
Questions due no later than 5:00 pm CST	July 11, 2025
Applications due no later than 5:00 pm CST	July 17, 2025
Committee begins review of applications	July 24, 2025
Applicants submitted to DEED commissioner for review	August 13, 2025
Selected grantees announced; grant agreement negotiation begins	August 27, 2025

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 Statute 16B.98, Subd. 2-3](#) and OGM Policy [08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee’s or applicant’s objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant agreement. All awarded grantees must fill out the [Compensated Partner Information form](#) for each partner to be compensated from an awarded grant at time of negotiating the grant agreement.

Public Data

Per [Minnesota Statute 13.599](#)

Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.

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

Grant Provisions

Grant agreement templates are available for review at: [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. Workforce One participant data entry ensures programs maintain performance measures as defined and governed by the [Workforce Program Outcomes Statute](#). Grantees must learn and commit to using Workforce One.

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.

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.

Vendor Registration

Grant recipients new to DEED-funded grants must complete a 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 sub-grantee 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](#).

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.

Grant Monitoring

[Minnesota Statute 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 the 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.

Grantee Bidding Requirements:

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 grant agreements.
- 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](#)

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

Audits

Per [Minnesota Statute 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 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 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. [Minnesota Statute 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 in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, part [5000.3500](#)
- C. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

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;
- Unemployment Insurance*

*A grantee's Unemployment Insurance account must be current.

SNAP Employment and Training Reimbursement Program

Grantees serving Supplemental Nutrition Assistance Plan (SNAP) participants may be eligible for the state's SNAP E&T Reimbursement Program. DEED may reimburse grantees enrolled in the program 50% of the non-federal funds used to train SNAP participants.

Voter Registration Requirement:

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

Contact Information:

For more information about this RFP, contact:

Employment and Training Division, Office of Adult Career Pathways

Vanessa Roman; Lead ACP Program Coordinator

Email: Vanessa.Roman@state.mn.us

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