



## Office of Public Service: Service to Success Competitive Grant Request for Proposal

Minnesota Department of Employment and Economic Development  
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Saint Paul, MN 55101  
<https://mn.gov/deed/programs-services/office-public-service/grants/>

[Office of Public Service Webpage](#)

To obtain this information in a different format, call: 651-396-1761

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## Request for Proposals (RFP) Part 1: Overview

### Grant Overview

The Service to Success program is a competitive grant funding opportunity through the Department of Employment and Economic Development's Office of Public Service (OPS).

The purpose of the Service to Success Grant is to create, strengthen, and expand career pathways aligned to public service opportunities. A service to career pathway, for the purposes of this opportunity, is defined as a public service program that provides sustained service opportunities to members/participants while also providing training, support, and exposure to a specific career opportunity. These opportunities may include a low or no cost way for members/participants to earn credits, credentials, certifications, or license in a specific career field that public service members can earn through the course of their service.

This Request for Proposals (RFP) seeks to fund programs that support the transition of individuals from public service, including AmeriCorps, VISTA, NCCC, etc. into sustainable career pathways. Programs are intended to align service-based experience with industry-recognized careers by building intentional bridges from service programs into the workforce. Funds may be used to expand access to public service to career pathways (e.g. recruit more public service participants, add additional certifications to existing pathways, more career placements, etc.) and to fund innovations that create new education or workforce partnerships and/or create innovative service to career pathways (e.g. establish new pathways from service to careers, engaging new sectors in service to career). Where possible, programs will align with one of the following workforce priority areas: health/elder care, education, civil or public service, climate and environmental careers, food security/agriculture.

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 Service to Success grants, have demonstrated satisfactory grant performance, and have the ability to utilize additional funds.

If awarded, DEED reserves the right to require changes to the awarded proposal at time of grant agreement negotiations.

### Funding Availability

[Laws of Minnesota 2025, 1<sup>st</sup> Special Session Chapter 6, Article 1, Section 2, Subd. 2 \(eee\)](#) authorizes \$750,000 in state fiscal year (SFY) 2026 for grants to expand service opportunities, including but not limited to ServeMinnesota Innovation Act, Minnesota Statutes, sections 124D.37 to 124D.45; the Domestic and Volunteer Service Act of 1973, United States Code, title 42, section 4950; and the National and Community Service Act of 1990, United States Code, title 42, section 12501. DEED will use 5 percent of appropriated funds to administer the program.

A total of \$712,500 will be available for grants for this grant funding cycle. Applicants may apply for:

- Up to \$100,000 for grants for Expansion Grants
- Up to \$50,000 for Innovation Grants

Funding will be allocated through a competitive process. If selected, applicants may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Funding	Estimate
Estimated Amount to Grant	\$712,500
Estimated Number of Awards	10
Estimated Award Maximum	\$100,000
Estimated Award Minimum	\$50,000

**Terms and Definitions**

The terms listed here are accurate for the purposes of this Request for Proposal.

**Public Service:** For the purposes of this RFP “Public Service” includes but is not limited to:

- Volunteerism
- Civic engagement
- National and community service programs (e.g. AmeriCorps)
- Service learning and youth service initiatives
- Emergency response and disaster relief efforts

**Overlooked Worker:** For the purposes of this grant opportunity, “Overlooked Workers” include individuals with barriers to employment, special populations, and diverse populations as defined in the statutes and policies below.

<a href="#">Federal WIOA Statute, Sec. 3 (P.L. 113-128), “Individuals with Barriers to Employment”</a>	<a href="#">Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (P.L. 115-224), “Special Populations”</a>	<a href="#">Minnesota Office of Grants Management Rating Criteria for Competitive Grant Review, “Diverse Populations”</a>
<p>Defined by WIOA as the following:</p> <ul style="list-style-type: none"> <li>• Displaced homemakers.</li> <li>• Low-income individuals.</li> <li>• Indians, Alaska Natives, and Native Hawaiians, as such terms are defined in section 166.</li> <li>• Individuals with disabilities, including youth who are individuals with disabilities.</li> <li>• Older individuals.</li> <li>• Ex-offenders.</li> <li>• Homeless individuals or homeless children and youths</li> <li>• Youth who are in or have aged out of the foster care system.</li> <li>• Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers.</li> <li>• Eligible migrant and seasonal farmworkers,</li> <li>• Individuals within 2 years of exhausting lifetime eligibility under part A of</li> </ul>	<p>Defined as the following:</p> <ul style="list-style-type: none"> <li>• Individuals with disabilities</li> <li>• Individuals from economically disadvantaged families, including low-income youth and adults</li> <li>• Individuals preparing for non-traditional fields</li> <li>• Single parents, including single pregnant women</li> <li>• Out-of-workforce individuals</li> <li>• English learners</li> <li>• Homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (44 USC 11434a)</li> <li>• Youth who are in, or have aged out of the foster care system</li> <li>• Youth with a parent who is a member of the armed forces and is on active duty</li> </ul>	<p>Diverse populations are defined as the following:</p> <ul style="list-style-type: none"> <li>• Racial and ethnic communities, including American Indians</li> <li>• LGBTQI communities</li> <li>• Disability status</li> <li>• Veterans</li> <li>• Geographic diversity within and across Minnesota – including greater MN, urban/metro</li> </ul>

<a href="#">Federal WIOA Statute, Sec. 3 (P.L. 113-128)</a> , “Individuals with Barriers to Employment”	<a href="#">Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (P.L. 115-224)</a> , “Special Populations”	<a href="#">Minnesota Office of Grants Management Rating Criteria for Competitive Grant Review</a> , “Diverse Populations
<p>title IV of the Social Security Act</p> <ul style="list-style-type: none"> <li>• Single parents (including single pregnant women).</li> <li>• Long-term unemployed individuals.</li> <li>• Such other groups as the Governor involved determines to have barriers to employment.</li> </ul>		

### Service to Career Pathway

A service to career pathway, for the purposes of this opportunity, is defined as a public service program that provides sustained service opportunities to members/participants while also providing training, support, and exposure to a specific career opportunity. It may include a low or no cost way for members/participants to earn additional credits, credentials, certifications, or licenses in a specific career field that public service members can earn during the course of their service.

### Important Dates

- |   |                        |
|---|------------------------|
| • RFP posted on DEED and Office of Public Service webpages: | April 1, 2026          |
| • Informational webinar                                     | Tuesday, April 7, 2026 |
| • Questions due no later than 4:00pm Central Time           | April 23, 2026         |
| • Questions answers posted on OPS Webpage                   | Weekly on Thursdays    |
| • Application due no later than 4:00pm Central Time         | May 1, 2026            |
| • Award notification  | June 1, 2026           |
| • Work plans approved and grant begins                      | June 29, 2026          |
| • Grant end date  | June 30, 2027          |

### Project Dates

The performance period for this grant is expected to be 12 months from the date of grant contract execution with an end date of June 30, 2027. There is an option to extend the grant up to three years, in one-year increments, pending approval of the extension, which must be submitted at least 30 days before the end of the grant term.

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

If awarded, DEED reserves the right to require changes to the awarded proposal at time of grant agreement negotiations.

## Eligibility

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Applicants must meet the minimum requirements in order to be considered for this grant opportunity.

- Applicants must be an organization in good standing as non-profit organization with a 501(c)3 status, school district, charter school, tribal contract or grant school, tribal organization, institution of higher education, or local workforce development board.
  - Applicants should have a proven track record of implementing public service and/or workforce development programs that demonstrate consistent performance in program outcomes, program retention, completion, and/or placement rates. To be eligible, organizations will be required to have a budget that exceeds the grant amount.
- Applicant organizations and their partners must have a registration in good standing with the Minnesota Secretary of State if required to do so. 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). These requirements must be met at the time of application and throughout the term of the grant.
- Applicants must expand or create a program innovation in public service with an aligned service to career pathway that includes:
  - At least service members participating in the service to career pathway
  - Recruitment pipelines that intentionally include one more overlooked worker population
  - Recurring service opportunities (e.g. a term of service, recurring service opportunity, etc.)
  - Sector specific training, credits, credential, certification, or license in a specific career field with a priority for training or credentials in health/elder care, education, civil or public sector service, climate, or food insecurity/agriculture
  - Career development skills (e.g. resume building, interviewing skills, direct introductions to employment partners, etc.)

Collaboration between public service organizations, educational institutions, workforce organizations, and employer partners is highly encouraged.

Eligibility may differ for the two types of grant priorities as enumerated below.

- **Expansion Grants:** Expansion grants are intended for grantees that seek to expand, scale, or add additional service to career pathways, or expand the opportunity to obtain credits, credentials, certifications, or licenses to existing programs. Existing public service organizations, including nonprofit organizations with 501(c)3 status, volunteer coordination organizations, education and training providers, institutions of higher education, may be eligible for Service to Success Expansion Grants.
- **Innovation Grants** Existing public service organizations, including nonprofit organizations with 501(c)3 status, volunteer coordination organizations, school districts, institutions of higher education, and workforce development organizations that want to forge new partnerships and/or create new service to career pathways may be eligible for Service to Success Innovation Grants.

**Eligible Uses:** Direct and indirect costs associated with delivering public service to career pathway programs.

## Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [Office of Grants Management \(OGM\) Policy 08-02: Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

Grantees must meet one or more of the outcomes listed below, with priority given to those that meet multiple grant outcomes

- Increasing the number of Minnesotans who participate in public service to career pathways.
- Increasing the number of public service members who attain a credential, certification, or license through the course of their service.
- Increasing the number of workers who join the labor force in a public service to career pathway.
- Diversifying the number of public service members who obtain a credential, certification, credits, or license through the course of their service.
- Increasing the number of public service members who obtain employment directly related to their service experience.
- Establishing or strengthening partnerships, programs, and pathways leading to recruitment, retention, and career attainment for overlooked workers.
- Establishing or strengthening partnerships between service organizations, workforce organizations, and/or employers.

In addition, priority will be given to projects that demonstrate:

- Partnerships leading to recruitment, retention, and credentialing of overlooked workers.
- Partnerships between service organizations and workforce development organizations and/or employers.
- Alignment to one of the following workforce priority areas: health/elder care, education, civil or public service, climate and environmental careers, food security/agriculture.

## Collaboration

Collaboration between public service organizations, educational institutions, workforce organizations, and employer partners is highly encouraged.

## Selection Criteria and Weight

The review committee will be reviewing each applicant on a 100-point scale.

**In order to be eligible for application evaluation, Service to Success grant applicants must:**

- Meet eligibility criteria
- Complete all required grant materials
- Submit all required grant materials on time

## Evaluation Rubric – 100 Points

Criteria	Points Possible	Points Awarded	Weight	Total Points
1. Recruitment pipelines or partnerships for overlooked workers	0-10		10%	
2. Quality service opportunity	0-15		15%	
3. Robust career pathway	0-15		15%	

Criteria	Points Possible	Points Awarded	Weight	Total Points
4. Implementation capacity and feasibility	0-15		15%	
5. Impact measures	0-10		10%	
6. Evaluation plan	0-10		10%	
7. Priority (but not required): Partnerships between service organizations, workforce organizations, employer partners	0-5		5%	
8. Alignment to an Office of Public Service priority industry (healthcare, education, civil or public sector service, climate, food insecurity/agriculture)	0-10		10%	
9. Workplan	0-5		5%	
10. Budget	0-5		5%	
<b>TOTAL POINTS POSSIBLE</b>	100		100%	
<b>TOTAL SCORE (To be tallied by state agency grants staff)</b>				

## Evaluation Criteria Scoring Guidance

1. **Recruitment pipelines or partnerships for overlooked workers (0-10 points)**
  - a. **Exceeds: 8-10 points:** demonstrates a concrete plan and partnerships leading to effective and robust recruitment efforts where results of recruiting overlooked workers is extremely likely
  - b. **Meets: 5-7 points:** demonstrates a coherent plan and may have partnerships leading to effective recruitment efforts where results of recruiting overlooked workers is likely.
  - c. **Approaches: 3-4 points:** demonstrate a plan leading to recruitment efforts of overlooked workers, but may but plan may not be concrete, may not demonstrate efficacy, or may attempt to recruit a small or unachievable number.
  - d. **Does Not Meet: 0-2 points:** no recruitment plan for overlooked workers, or plan does not demonstrate feasibility, partnerships, results, or robustness
2. **Quality Service opportunity (0-15 points)**
  - a. **Exceeds: 11-15 points:** demonstrates plans for quality, evidence-based service opportunity that is ongoing, and shows reach, scale, and effectiveness measures. Plan demonstrates plan for member training, support, and data collection.
  - b. **Meets: 7-10 points:** demonstrates plans for quality, evidence-based service opportunity that is ongoing and demonstrates one or more of reach, scale, or effectiveness measures. Plan includes a plan for member training, support, and data collection.
  - c. **Approaches 3-6 points:** demonstrates a plan for service opportunity that is ongoing. May be missing reach, scale, effectiveness, or evidence base. Plan is missing one or more: plan for member training, support, or data collection.
  - d. **Does Not Meet: 0-2 points:** may not demonstrate a plan for service opportunity. Does not include reach, scale, effectiveness, or does not demonstrate on-going service plan for members. Missing a plan for member training, support, and data collection.
3. **Robust service to career pathway (0-15 points)**
  - a. **Exceeds: 11-15 points:** demonstrates plans for a service to career pathway that includes certification, credential, credits or license. Response includes relationship to one or more in-demand career. Pathway can be complete in 1-2 service terms and is highly likely to result in employment of service member post-service. Response shows plans for member training and career development activities,

relationships with higher education or credentialing/certification institution, support, and data collection.

- b. **Meets: 7-10 points:** demonstrates plans for a service to career pathway that includes certification, credential, credits or license. Response may include relationship to one or more in-demand career. Pathway can be complete in 1-2 service terms and is likely to result in employment of service member post-service. Response shows plans for member training and career development activities, relationships with higher education or credentialing/certification institution, support, and data collection.
- c. **Approaches 3-6 points:** demonstrates plans for career pathway that includes certification, credential, credits, or license. Response may or may not include relationship to one or more in-demand career. Pathway may or may not be complete in 1-2 service terms and is somewhat likely to result in employment of service member post-service. Response is missing one or more of the following: plan for member training and career development activities, relationships with higher education or credentialing/certification institution, support, and data collection.
- d. **Does Not Meet: 0-2 points:** demonstrates inadequate plans for a service to career pathway that includes certification, credential, credits or license. Response does not include relationship to one or more in-demand career. Pathway may or may not be complete in 1-2 service terms and is uncertain to result in employment of service member post-service. Response is missing more than one of the following: plan for member training and career development activities, relationships with higher education or credentialing/certification institution, support, and data collection.

#### 4. **Implementation capacity and feasibility (0-15 points)**

- a. **Exceeds: 11-15 points:** demonstrates empirical evidence of successful program implementation. Response shows concrete plan for implementation support, enabling context (partnerships, program standards, intended outcomes), and implementation infrastructure within the organization. Response may include concrete plans for program innovation based on successful implementation of a similar program. Response includes historical results.
- b. **Meets: 7-10 points:** demonstrates concrete, feasible plan for successful program implementation. Response shows a plan for implementation support, enabling context (partnerships, program standards, intended outcomes), and implementation infrastructure within the organization. Response may include concrete plans for program innovation based on successful implementation of a similar program. Response may include historical results.
- c. **Approaches 3-6 points:** demonstrates somewhat feasible plan for successful program implementation. Response is missing one element of implementation support, enabling context (partnerships, program standards, intended outcomes), or implementation infrastructure within the organization. Response does not plan for program innovation based on successful implementation of similar program.
- d. **Does Not Meet: 0-2 points:** does not demonstrate a feasible plan for program implementation. Response is missing articulation of implementation support, enabling context (partnerships, program standards, intended outcomes), and implementation infrastructure within the organization. Response does not plan for program innovation based on successful implementation of similar program.

#### 5. **Impact measures (0-10 points)**

- a. **Exceeds: 8-10 points:** demonstrates plan for concrete implementation and impact measures. Response shows a plan for data collection.
- b. **Meets: 5-7 points:** demonstrates plan for implementation and impact measures. Response may or may not have a plan for data collection.
- c. **Approaches: 3-4 points:** missing a plan for implementation or impact measures. Response may or may not have a plan for data collection.
- d. **Does Not Meet: 0-2 points:** missing a plan for implementation or impact measures. Response does not have a plan for data collection.

#### 6. **Evaluation plan (0-10 points)**

- a. **Exceeds: 8-10 points:** demonstrates a robust plan for program evaluation, analysis, and continuous improvement. Response shows a plan for data collection.
- b. **Meets: 5-7 points:** demonstrates plan for program evaluation, analysis, and continuous improvement. Response may or may not have a plan for data collection.

- c. **Approaches: 3-4 points:** demonstrates plan that is missing one or more element of program evaluation, analysis, and continuous improvement. Response may or may not indicate a plan for data collection.
  - d. **Does Not Meet: 0-2 points:** Evaluation plan is missing, or response does not demonstrate plan that contains one or more element of program evaluation, analysis, and continuous improvement. Response may or may not indicate a plan for data collection.
7. **Priority (but not required): Partnerships between service organizations, workforce organizations, employer partners (0-5 points)**
- a. **Exceeds: 5 points:** articulates longstanding partnerships between multiple organizations that will be involved in initiative.
  - b. **Meets: 3-4 points:** articulates specific commitment to partnership between two organizations that will be involved in initiative.
  - c. **Does Not Meet: 0 points:** No partnership commitment demonstrated.
8. **Priority (but not required): Alignment to an Office of Public Service priority industry (health/elder care, education, civil or public sector service, climate, food insecurity/agriculture) (0-10 points)**
- a. **Exceeds: 10 points:** describes a service to career pathway in more than one priority industry.
  - b. **Meets: 7-9 points:** describes a service to career pathway in one priority industry.
  - c. **Does Not Meet: 0 points:** does not describe a service to career pathway in a priority industry.
9. **Workplan (5 points)**
10. **Budget (5 points)**

## Questions, Technical Assistance and Information Sessions

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All questions regarding this RFP must be submitted by email to [publicservice.DEED@state.mn.us](mailto:publicservice.DEED@state.mn.us). All questions and answers will be posted **weekly** at <https://mn.gov/deed/about/contracts/open-rfp.jsp> and the Office of Public Service webpage at: <https://mn.gov/deed/programs-services/office-public-service/>

Deadline for questions to be submitted is **Thursday, April 23 at 4:00pm Central Time**

All prospective applicants are encouraged to attend an information session.

- Tuesday, April 7, 2026                      10:00am via Microsoft Teams

**Join:** <https://teams.microsoft.com/meet/26936457999406?p=wA4QuC5IJMrEYaiLdq>

Meeting ID: 269 364 579 994 06

Passcode: DB925Ki3

**Dial in by phone** [+1 651-395-7448,385193423#](tel:+16513957448,385193423) United States, Minneapolis. Phone conference ID: 385 193 423#

For technical assistance for the grant application portal, submit questions to [GMS.DEED@state.mn.us](mailto:GMS.DEED@state.mn.us).

## Request for Proposals (RFP) Part 2: Submission

**Applications must be received no later than 4:00pm Central Time, on May 1, 2026.** No paper submissions will be accepted. **Late applications will not be accepted.**

### Submission

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Applications should be submitted online at <https://deedmn.formstack.com/forms/servicetosuccess>.

This link will provide you with an application materials packet and a link to the application portal. Requesting application materials and gathering required application documents in advance of the deadline is advised.

### Application Content

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You must submit the following in order for the application to be considered complete:

#### 1. Applicant and Organization Information

#### 2. Service to Success Project Description (90 points)

Describe the need for the service to career pathway initiative, the design of the program, the category of public service that will be provided, who will be served by this project, who will engage in the project, the type(s) of career credential, certification, license, credits, or degree. Your project description should include the following:

1. Provide a short summary of your organization's age/history, purpose, mission, structure, and unique strengths.
2. Description of member recruitment pipelines/sources and member demographics, including the number and brief description of how many members this program intends to serve, and the profile of those members. (10 points)
3. Description of the service opportunity including program activities, intended outcomes, descriptions of member terms of service that include timing, member activities, and member information. (15 points)
4. Description of the service to career pathway: explain how your program will help service members prepare for the workforce. Name any specific sector, including any partnerships, and describe the training and outcomes of this service to career pathway including any certification, license, credit(s), or degree opportunities for members, higher education or employment partnership, size and scope of impact, etc. (15 points)
5. Implementation capacity and feasibility: describe the organization's capacity and experience that will aid in implementing this program including historical information as applicable. This description should include when the program is anticipated to begin (and end), the geographies served, types of partners, etc. (15 points)
6. Impact measures (10 points)
7. Evaluation plan (10 points)
8. As applicable: describe any partnerships between service organizations, workforce organizations, employer partners, institutions of higher education etc. (5 points)
9. As applicable: indicate any alignment to an Office of Public Service priority industry: health/elder care, education, civil or public sector service, climate, food insecurity/agriculture (10 points)

#### 3. Workplan (5 points)

#### 4. Budget (5 points)

#### 5. Required Pre-Award Risk Assessment Forms

#### 6. Required Attestations

### Grantee Application Checklist:

- Applicant and Organization Information
- Service to Success Project Description
- Workplan
- Budget
- Pre- Award Risk Assessment Forms – all following requirements will be a part of the application
  1. **Capacity responses**
  2. **Financial documentation**
  3. **Evidence of good standing with Minnesota Secretary of State (SOS)**
  4. **Nonprofit grantee information, with applicable supporting documentation**
  5. **For-Profit Certification Disclosure and Required Documents, with applicable supporting documentation**
  6. **Certification that no current principals have been convicted of a felony financial crime in the last ten years**

Incomplete applications will be rejected and not evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP as such materials will not be considered nor evaluated.

The Department of Employment and Economic Development reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant attests that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

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

## Request For Proposals (RFP) Part 3: Application Review Process

### Review Process

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Funding will be allocated through a competitive process with review by a committee representing state agencies and community specialists with sector knowledge. The review committee will use the point scale provided to evaluate all eligible and complete applications received by the deadline. Reviewers will meet and discuss the proposals and then put forth their recommendations. The Commissioner of DEED will make the final funding decisions, and these decisions are not subject to appeal. All applicants will receive notification of funding decisions via email.

### Timeline

- RFP posted on the Department of Employment and Economic Development website: **April 1, 2026**
- Questions due no later than 4:00 pm Central Time: **Thursday, April 23, 2026**
- Applications due no later than 4:00 pm Central time: **May 1, 2026**
- Committee begins review of applications: **May 4, 2026**
- Selected applicants undergo pre-award risk assessment: **Beginning May 4, 2026**
- Selected grantees announced; grant contract agreement negotiations begin: **May 29, 2026**
- Work plans approved, contracts signed, and grant begins: **June 29, 2026**

### Conflicts of Interest

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

Organizational conflicts of interest occur when:

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

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

### Public Data

Per [Minnesota Statutes § 13.599](#)

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

## Request For Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities

### Pre-award Risk Assessment and Financial Review

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In accordance with [Minnesota Statute §16B.981](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more. Granting agencies will request, review, and analyze information, including Exhibits C-H, as referenced in this RFP, as applicable.

### Grant Contract Agreements

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

### Authorized Representatives

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

### Grant Monitoring and Reporting

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#### Monitoring

[Minnesota Statutes § 16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000, which will be conducted no later than two months from the grant end date.
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000.
- Final evaluation report at the end of the grant period.

#### Accountability and Reporting Requirements

Depending on the types of proposals chosen for funding, the Office of Public Service will work with grantees to identify data collection requirements and measurable outcomes for reporting. Grantees should be prepared to:

- Submit an end-of-the-year progress report.
- Submit monthly reimbursement requests along with a summary of expenses and supporting documentation.
- Actively participate in evaluation and data collection efforts to assess the impact of this initiative.

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

Within **one year** of starting your grant funded project, recipients must report to the Department of Employment and Economic Development on the outcomes of the grant program, including but not limited to:

- Number of public service members in your programs
- Number of public service members enrolled and exited from this service to career pathway program
- Number of public service members who have successfully obtained credential, certificate, credits, degree, or licensure
- Number of public service members going into or employed in designated sector careers
- Program demographics (education level, race and ethnicity, gender, and geography, and a comparison of exited participants who completed training and those who did not)
- Program impact measures
- Minnesota regions served
- Total cost of the program
- Cost of the program per participant
- Cost of credential per participant
- Administrative cost of the program
- Summary of the purpose of the grant
- Amount awarded to grantee

## Grant Payments and Expenses

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

The Department of Employment and Economic Development may consider requests for advance grant payments on a case-by-case basis.

The invoice and payment schedule will be monthly. Reimbursement request must be submitted within 30 days of the end of the payment period.

## Allowable Expenses

Grant funds must be used for the purposes of expanding or creating and implementing innovations in public service to career pathways.

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations
- Out of state transportation and travel expenses. Minnesota will be considered the home state for determining whether travel is out of state

## Contracting and Bidding Requirements

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### A. Municipalities

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

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

## B. Nongovernmental entities

Grantees that are nongovernmental entities must use these guidelines:

- A. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- B. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
- C. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- D. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
  - a. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
  - b. [Metropolitan Council Underutilized Business Program](#)
  - c. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
- E. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- F. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- G. Notwithstanding the above, the State may waive bidding process requirements when:
  - a. Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
  - b. It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.
- H. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41](#) through [177.50](#), as applicable.

- I. The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).

## Audits and Provisions

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

## Grant Provisions

Restriction on Sub Awards:

A Grantee shall not subgrant any funds awarded to any third party whether for-profit or non-profit.

Any subgrant is strictly prohibited and may result in termination of funding and required repayment of allocated funds.

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

## Right of Cancellation

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

## Affirmative Action and Nondiscrimination

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

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

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

## Voter Registration

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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.