Workforce Development

Workforce Development grants assist with education, training and career awareness initiatives that address regional workforce needs and gaps emerging in industries and schools.

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Eligible Applicants: An accredited post-secondary education institution, nonprofits, tribal governments and governmental entities created pursuant to Minnesota Statutes partnering with industries providing education or training programs operating within the agency’s service area. (State of Minnesota agencies are ineligible). Multi-organization collaboration is encouraged.

Ineligible Applicants: State of Minnesota agencies.

Eligible Costs: All necessary and/or reasonable expenditures in support of Workforce Development.

1. Training personnel: Staff time associated with those individuals directly involved in curriculum development, teaching, counseling and career awareness.

2. Non-training personnel: Staff time associated with those individuals directly involved in program direction, coordination, recruiting, assessment, orientation and job development activities.

3. Equipment: Equipment purchased must be pertinent to the training and career awareness initiatives.

4. Training space: Institutions of education and training should utilize their own facilities for training or those of the contributing business at no cost to the agency. However, if the applicant must lease additional space and can verify that it is necessary to the success of the program, the agency may consider paying a rental rate based on competitive rates for the area in which the program will operate.

5. Training materials and supplies: Materials and supplies required to directly support training and career awareness activities. No materials and supplies will be allowed in support of program administration, as such costs will be included in administrative overhead.

6. Travel: Cost of staff travel or student bussing directly related to training or career awareness is allowable.

Funding

- Funded at $450,000 for FY2023.
- 1:1 match per project required.
- Up to one half of the applicant match may include financial support from a business/industry partner including trainee stipends or wages paid by the business/industry partner. All business match items must be documented as specific support for the project, and not as a general, regular donation made to the institution or organization.
- Project must begin within six months of a grant award.
Diversity, Equity & Inclusion

- The Department of Iron Range Resources & Rehabilitation works to improve economic opportunities in support of diversity, equity and inclusion in our service area.
- Diverse populations served by this program include economically distressed communities, tribal nations, Black, indigenous and people of color (BIPOC), veterans, low to moderate income neighborhoods and disabled individuals.
- Additional points are awarded to projects that serve a diverse population as listed above or utilize state certified Targeted Group (TG), Economically Disadvantaged (ED) area or Veteran-Owned (VO) vendors.

Scoring Model #1 – Employer/Industry Training Initiative
Evaluation Criteria (100 points)
Grants are awarded to the highest scored applications using the following criteria. All evaluation criteria must be addressed in the project narrative.

1. Workforce impact. (50 points)
   - Aligns curriculum with industry demands.
   - Industry recognized certification or diploma.
   - Supports retention and expansion of local industries.
   - Expected number of participants.
   - Expected outcomes and measures of the program.
   - Meets national, state or regional standards.

2. Regional benefit and partnerships. (20 points)
   - Clearly defined industry/education partnership.
   - Strategies for training recruitment.
   - Leverage.

3. Project planning and management. (10 points)
   - Other funding sources are in place.
   - Project activities, goals and objectives are identified.
   - Workforce Development program funding has not been awarded for this project.

4. Job creation and retention. (10 points)
   - Describe how the project supports job creation or retention, if any that will result from this project. (Minnesota Statute 298.22 subd. 13)

5. Diversity, equity and inclusion. (10 points)
   - Project incorporates a state certified targeted group, economically disadvantaged area or veteran owned vendor.
   - Project serves an underserved community/population.
   - Diverse populations that include:
     - BIPOC.
     - Tribal nations.
     - LGBTQI.
     - Disability status.
     - Veterans.
     - Geographic.
Scoring Model #2 – Non-Employer/Industry Training and Career Awareness Initiatives
Evaluation Criteria (100 points)
Grants are awarded to the highest scored applications using the following criteria. All evaluation criteria must be addressed in the project narrative.

1. **Significance of the project and the impact. (25 points)**
   - Demonstrates value and lasting impact.
   - Contributes to career success through awareness, exploration, learning opportunities and development activities.

2. **Project overview. (20 points)**
   - Project narrative reflects the goals and desired outcomes of the project.
   - Leverage.
   - Workforce Development program funding has not been awarded for this project.

3. **Diversity, equity and inclusion. (20 points)**
   - Project incorporates a state certified targeted group, economically disadvantaged area or veteran owned vendor.
   - Project serves an underserved community/population.
   - Diverse populations that include:
     - BIPOC.
     - Tribal nations.
     - LGBTQI.
     - Disability status.
     - Veterans.
     - Geographic.

4. **Regional benefit and partnerships. (15 points)**
   - Collaboration with other partners.
   - Project describes how many communities, students or employers will be served.

5. **Job creation and retention. (10 points)**
   - Describe how the project supports job creation or retention, if any that will result from this project. (Minnesota Statute 298.22 subd. 13)

6. **Project readiness and timeliness. (10 points)**
   - Other funding sources are in place.
   - Scope of project is reasonable and attainable during the identified time frame.

**Application Checklist**
- **Project narrative.**
  - Narrative must address evaluation criteria.
  - Narrative must list other funding sources and contribution amounts.

- **IRS Form W-9 – Request for Taxpayer ID Number and Certification.**

- **Financial documents.**
  - IRS 990 Form: For organizations with an annual revenue below $750,000, the most recent IRS 990 form must be uploaded.
  - Certified Financial Audit: For organizations with an annual revenue of over $750,000, the most recent certified financial audit must be uploaded.
- **Funding sources.**
  - Letter of commitment and/or support.
  - In-kind materials and/or labor are not eligible towards the match.

- **Wage rates of trainees before participating in eligible training.** (After training occurs, updated wage rates of trainees will be required.)

- **Costs for any service contract and/or materials must follow the state contracting and bidding requirements below:**

<table>
<thead>
<tr>
<th>Contract or Cost of Material or Service</th>
<th>Quotes/Cost Estimates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $10,000</td>
<td>Not required.</td>
</tr>
<tr>
<td>$10,000 - $24,999</td>
<td>Two - upload with application or provide verbal quote detail in project narrative.</td>
</tr>
<tr>
<td>$25,000 - $99,999</td>
<td>Three – upload with application or provide verbal quote detail in project narrative.</td>
</tr>
<tr>
<td>$100,000 or more</td>
<td>Must undergo formal notice and bidding process.</td>
</tr>
</tbody>
</table>

- **Resolution authorizing applicant to apply for and accept funds.**

- **Other documentation to support the application.**

**Application and Award Process**

- **Application process:**
  - Applications must be submitted through the FLUXX grants portal.
  - A short pre-application is required to determine eligibility of project.
  - A full application will be available in FLUXX once eligibility is determined.

- **Application deadline:**
  - Applications are accepted July 1, 2022 through May 31, 2023 on a rolling basis subject to the availability of program funds.
  - Notify grant program administrator of any changes to application after final submission.

- **Application review:**
  - Initial review is completed by the grant program administrator for eligibility and application requirements.
  - Eligible applications are subject to a competitive review process. They are evaluated and scored based on the evaluation criteria by a minimum of three reviewers.
  - Grant program administrators do not score applications for their respective program.
  - Applications must meet the minimum required score in order to be recommended for funding.
  - Grant program administrator finalizes recommendations based on the completed evaluations, past performance of grantee and availability of program funds.

- **Application award:**
  - Grants are awarded to the most competitive applications.
  - The agency reserves the right to award all or partial funding per application.
  - Applicants will be notified by email within 30 days following application review.
Grant award is subject to the Commissioner’s final approval and must meet objectives, priorities and policies established by the Commissioner.

**Grant Outcome Expectations**
- Project CANNOT begin prior to execution of a grant contract.
- The agency reserves the right to require signage/logo acknowledging financial assistance from the Department of Iron Range Resources & Rehabilitation. Details are outlined in the grant agreement.
- Spending for project expenses within the agency’s service area is encouraged.

**Reporting Requirements**
- A progress report is required if grant period is to exceed 12 months and annually thereafter.
- A monitoring report will be conducted by the program administrator if the grant is over $50,000.
- A site visit may be conducted by the program administrator.
- A final report is required before final payment.
- A close out acknowledgement form may be required if there is a grant balance remaining.

**Public Information**
- All application information submitted is presumed to be public information pursuant to the Minnesota Data Practices Act, Minnesota Statute Chapter 13.