Workforce Development

Workforce Development grants support education, training and career awareness initiatives that emerge from industry sectors, schools or collaborations that build capacity. The goal of the program is to increase responsiveness or demonstrate innovation to address workforce and business needs.

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Eligible Applicants: An accredited post-secondary education institution, State of Minnesota governmental entities and/or nonprofit organizations partnering with industries providing education or training programs operating within the agency’s service area. Multi-organization collaboration is welcomed and encouraged.

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

1. Training personnel: The agency will pay for actual staff time associated with those individuals directly involved in curriculum development, teaching, counseling and career awareness.
2. Non-training personnel: The agency will pay for actual staff time associated with those individuals involved directly 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: The agency intends that institutions of education and training 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 this 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: The agency will pay for 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 the agency intends that 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:

- Workforce Development is funded at $400,000 for FY2022.
- The agency requires a 1:1 match per project.
- 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.
- In order to be eligible for program funding, 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 application using the following criteria. Please address all criteria in the project narrative.

1. **Job creation. (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)

2. **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.

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

4. **Project planning and management. (10 points)**
   - Other funding sources are in place.
   - Program funding has not been awarded in the past two fiscal years.

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.
     - LGBTQI communities.
     - 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 application using the following criteria. Please address all criteria in the project narrative.
1. **Job creation. (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)

2. **Project overview. (20 points)**
   - Project narrative reflects the goals and desired outcomes of the project.
   - Leverage.
   - Program funding has not been awarded in the past two fiscal years.

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

4. **Project readiness and timeliness. (10 points)**
   - Other funding sources are in place.

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

6. **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:
     - Racial and ethnic communities, including American Indians.
     - LGBTQI communities.
     - Disability status.
     - Veterans.
     - Geographic.

**Application Checklist:**
- **Project narrative.**
  - Narrative must address evaluation criteria.
  - Narrative must list other funding sources and contribution amounts.
- **Financial documents.**
  - IRS 990 Form - For organizations with an annual revenue below $750,000, a most recent IRS 990 form must be uploaded.
  - Certified Financial Audit - For organizations with an annual revenue of over $750,000 a 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:
  o Applications must be submitted through the FLUXX grants portal.
  o A short pre-application is required to determine eligibility of project.
  o Once eligibility is determined, a full application will be available in FLUXX.

• Application deadline:
  o Applications are accepted July 1 through July 30, 2021.
  o Applications submitted after July 30, 2021 through the end of the agency’s fiscal year (June 30, 2022) may be awarded on a rolling basis subject to meeting minimum scoring criteria and subject to the availability of remaining program funds.
  o Notify grant program administrator of any changes to application after final submission.

• Application review:
  o All eligible applications are reviewed by a team and evaluated and scored on an individual basis according to the evaluation criteria.
  o Grant program administrators do not score applications for their respective program.

• Application award:
  o Grants are awarded to the most competitive applications.
  o Applicants will be notified by email within 30 days following application review.
  o 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 within the agency’s service area is encouraged.

Reporting Requirements:
• A progress report is required if grant period is scheduled 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 remaining grant balance.

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