

Registered Apprenticeships of Tomorrow’s Clean Economy Grant – Semiconductors

Request for proposal

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| Available funding: | \$72,000 total funding available. Maximum award amount of up to \$35,000 per applicant. |
| Purpose: | Support semiconductor employers to develop or expand a registered apprenticeship program to advance occupations in this clean economy industry. |
| Period of performance: | Nov. 1, 2024, or the date the contract is fully executed, whichever occurs later, until June 30, 2025. |
| Application due date: | <p>Applications are due no later than Sept. 30, 2024.</p> <p>Submit applications by email to georgiana.amundson@state.mn.us.</p> <p>If you would like to submit an application by mail, contact Georgiana Amundson at the email above, or call 651-284-5085.</p> |
| Informational webinars | Informational webinar is Tuesday, Sept. 17, at 2:30 pm. |
| Questions: | <p>Questions may be submitted by phone or email.</p> <p>Deadline to submit questions is 4 p.m., Sept. 23, 2024, Central Daylight Time.</p> <p>Questions will be answered via FAQ which can be found at dli.mn.gov/business/workforce/registered-apprenticeships-tomorrows-clean-economy-grant-semiconductors.</p> <p>Submit questions to Georgiana Amundson via email at georgiana.amundson@state.mn.us or call 651-284-5085.</p> |

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| | A free language translation service for limited-English speakers is available at 651-284-5005 or 800-342-5354. |
| Notification of award: | Applicant awards will be announced end of October 2024. |
| All RFP and application documents can be found at: | dli.mn.gov/business/workforce/registered-apprenticeships-tomorrows-clean-economy-grant-semiconductors |

1. Name of grant program

Registered Apprenticeships of Tomorrow’s Clean Economy Grant – Semiconductors

2. Purpose of grant: background, objectives, focus populations and outcomes

Background

The Minnesota Department of Labor and Industry’s (DLI) mission is to ensure Minnesota’s work and living environments are equitable, healthy, and safe. The department serves employees, employers and the public by regulating buildings and workplaces through education and enforcement. DLI will advance equity by identifying disparities and creating systemic change to better serve and protect all Minnesotans.

The Apprenticeship Division at DLI supports Minnesota’s economy by promoting, facilitating and developing quality registered apprenticeship programs that recruit, train and retain a highly skilled and diverse workforce. Apprenticeship is an earn-as-you-learn workforce training model that allows people to earn a good living while mastering in-demand skills.

This grant is fully funded through a \$1,805,450 State Apprenticeship Expansion Formula Grant (23A60AP000014-01-03) that DLI received from the U.S. Department of Labor/Employment and Training Administration. All grant awardees will need to comply with the requirements in 2 CFR 200 and 2 CFR 2900, including but not limited to the provisions required by [Appendix II to Part 200– Contract Provisions for Non-Federal Entity Contracts under Federal Awards](#).

The policies listed in this RFP can be found on the website of the Minnesota Department of Administration, Office of Grants Management ([Grants Management Policies, Statutes, and Forms / Minnesota.gov \(mn.gov\)](#)), and are applicable to all state agencies.

Objective

The Registered Apprenticeships of Tomorrow’s Clean Economy Grant – Semiconductors seeks to support the 2022 Minnesota Climate Action Framework which sets a vision for how Minnesota will address and prepare for

climate change. This grant will provide support to employers or registered apprenticeship programs in the semiconductor industry to develop or expand registered apprenticeship programs.

Focus populations

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.

State of Minnesota [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 funding seeks to increase the number and skills and qualifications of registered apprentices and incumbent workers employed in clean economy occupations, prioritizing individuals from these populations:

- People of color
- Indigenous people
- Women
- Individuals with disabilities
- Greater Minnesota

Grant outcomes

DLI expects grantees to have the following outcomes:

- Planned, designed and developed a registered apprenticeship program in the semiconductor industry; or
- Expanded a registered apprenticeship program in the semiconductor industry; and,
- Registration of new apprentices.

3. Grant activities

Applicants can achieve desired outcomes through a variety of activities. Applicants may apply for funding to cover one or more of the following, including but not limited to:

Plan, design and develop a new registered apprenticeship program in the semiconductor industry and/or a new occupation in the semiconductor industry:

- Use staff time for planning and operationalizing program logistics, determining wage schedules and recruiting apprentices.
- Travel for staff to participate in one accelerator meeting.
- Provide related instruction for up to 90 days per apprentice.
- Offset journeyworkers' wages who provide on-the-job training for apprentices for the first 90 days following program registration.

Purchase training tools and supplies for semiconductor occupations:

- Purchase training tools and supplies.

Design and refine curriculum for related technical instruction in semiconductor occupations:

- Personnel time relate to course planning and curriculum development. *
- Contract a vendor to develop curriculum.
- Develop a new certificate program in semiconductor occupations.
- Translate or tailor curriculum to be linguistically and culturally relevant.

*New course planning and curricula to be broadly shared. See [Frequently Asked Questions \(FAQ\)](#).

4. Eligible applicants and minimum eligibility requirements

Eligible applicants

The grant program seeks proposals from employers or registered apprenticeship programs in the semiconductor industry in Minnesota who aim to develop or expand a registered apprenticeship program in their industry, with the goal to increase capacity to train registered apprentices and incumbent workers within semiconductor occupations.

Minimum eligibility requirements

Applicants must meet the minimum requirements below to be considered for an award of funding. If an application does not fully meet these requirements it will not be further reviewed.

To be eligible for funding, applicants must:

- 1) Be a semiconductor employer or a registered apprenticeship program in the semiconductor industry in Minnesota.
- 2) Meet the application deadline.

Applications by multi-organizational collaboratives are not allowed for this grant.

5. Funding availability

Total funds available: \$72,000, with a maximum award amount of up to \$35,000. DLI anticipates awarding funds to approximately three applicants.

6. Eligible and ineligible expenses

1) Eligible expenses include but may not be limited to:

| Budget categories | Examples of allowable expenditures |
|--|---|
| Personnel | Employee wages and benefits directly related to grant program activities and reporting. (E.g., staff planning time, instructor time for related instruction, mentor/journeyworker time with apprentices for on-the-job training) |
| Travel | Travel costs pertaining to grant-funded personnel. |
| Supplies, materials and curricula expenses | Tools, supplies, materials and curricula expenses related to developing and upgrading training and instruction for semiconductor occupations, participant recruitment and other allowable grant activities. |
| Participants support services | Participant assessment services, support services, such as bus/rail ticket fare, gas cards, daycare expenses, tools, boots, and personal safety equipment related to the apprenticeship placement or retention. |
| Contract services | Vendor services necessary to provide grant program activities and services. (E.g., contracted related instruction, safety training or equipment rental) |
| Administrative costs | Expenses incurred by grant recipients in support of the day-to-day operations of their organization that are not directly tied to a specific program purpose. Administrative costs may include, but are not limited to, administrative oversight, accounting support, insurance and facility rent or overhead. Staff listed in personnel cannot also be funded through administrative costs. Administrative costs cannot exceed 5% of the total grant budget. |

All costs submitted for reimbursement must be allowable by the terms of the grant, reasonable and necessary, rationally allocated and adequately documented. No costs can be double funded using other sources.

2) Ineligible expenses include but are not limited to:

- Direct funding to program participants
- Wages, stipends and completion incentives to program participants
- Fundraising
- Taxes, except sales tax on goods and services and payroll
- 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.
- Food, beverages, party supplies

7. Reviewing and scoring applications

The committee will be reviewing each application on a 100-point scale. The scoring factors and weight that applications will be judged are based on the following:

| Scoring factor | Scoring criteria | Total points possible |
|---------------------------------|---|-----------------------|
| Grant program overview | Proposal demonstrated evidence of development or expansion of a new registered apprenticeship program, with one or more registered apprentices. | 10 |
| Equity | Sufficiently demonstrated their ability to train apprentices among the Focus Population described in this RFP. | 10 |
| Program activities and services | Described in detail work to be performed to achieve their planned grant outcomes to develop a RAP and/or new occupation and begin apprentice training within the grant period of performance. | 25 |
| Workplan | Included a realistic timeline for major program activities, resources, and grant outcomes. | 25 |
| Outcomes | Proposal provided realistic and measurable outcomes that align with program goals and funding request: Outcomes included approval of a registered apprenticeship program or of a new occupation and a minimum of at least 1 registered apprentice trained during the period of performance. | 20 |
| Organizational ability | Provided evidence of organizational, programmatic, administrative, and fiscal capacity to successfully conduct and administer grant programming, including any past grant experience. Provided information as to whether or not there have been recent changes in leadership or financial management systems in the last three years. | 10 |
| Budget and budget narrative | Provided a listing of budgeted line-items that are within the allowable expense category and any mandated limitations. Proposed a budget that is appropriate for anticipated uses. | unscored |

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| | Provided a budget narrative with a detailed account for proposed expenditures. | |
| | Total score available | 100 |

8. Grantee reporting, invoicing and communication requirements

The grantee must take part in quarterly progress update and technical assistance calls. Additionally, the grantee must submit quarterly reports, using templates provided by DLI. Example templates can be found here:

dli.mn.gov/business/workforce/registered-apprenticeships-tomorrows-clean-economy-grant-semiconductors

and include the following:

- 1) Reimbursement Payment Request (RPR) for invoicing
- 2) Expense Summary
- 3) Participant forms
- 4) Quarterly Narrative Report
- 5) Final report

All reports and required supporting documentation must be submitted on a quarterly basis no later than 20 business days after the last day of the reporting quarter. Quarters are as follows:

Nov. 1 – Dec. 31, Jan 1. – March 31, April 1 – June 30

Grantees must also provide a final grant report which summarizes all grant activity. The final grant report must be provided within 30 business days of the end of the grant period of performance and final invoices must be submitted within 60 days of the end of the grant period of performance, or as specified in the contract.

9. DLI monitoring of grantee performance

DLI may choose to conduct grant monitoring per [Policy 08-10](#).

10. Payments to grantee

Per [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 will 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 will not be made on grants with past due progress reports unless DLI has given the grantee a written extension. Payments will be made through the State’s SWIFT accounting system.

11. Financial and grantee capacity review

As applicable, grant applicants may be required to submit financial, capacity and internal control documents based on state or federal requirements.

- 1) Applicants may be required to submit their most recent board reviewed financial statements, an IRS Form 990 or their most recent certified financial audit if selected for a grant award.
- 2) All applicants may be required to submit additional documents, including descriptions of internal controls over business expenditures and outcomes of grant funds, if selected for a grant award.

12. Audit of grantee's records

Under [Minn. Stat. §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 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 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.

13. Grantee requirements when bidding grant related work

- A. Any grant-funded 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 verbal quotes or bids or awarded to a targeted vendor.
- B. 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](#)
- C. The grantee must maintain:
 - Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
 - Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation of verbal quotes or bids and justifying a single/sole source bid, if applicable.
- D. The grantee must not contract with vendors who are suspended or debarred in Minnesota: [Suspended/Debarred Vendor Information](#)
- E. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers, workers and mechanics should be comparable to wages paid for similar work in the community as a whole.

14. Conflicts of interest

State grant policy requires that processes are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minn. Stat. §16B.98 Subd. 2-3](#) and [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 contract agreement.

15. Public access to applicant's data

[Per Minn. Stat. § 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 DLI 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.

16. Affirmative action and non-discrimination requirements for grantees:

- A. As per [Minn. Stat. §363A.02](#) 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, familial status or age in regard to any position for which the employee or applicant for employment is qualified. 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.

17. Grantee voter registration requirement

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

18. Required application materials

Required material to submit with application:

1. Application Form, which includes a workplan and budget.

Do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

19. How to submit applications

Email to: Georgiana Amundson: georgiana.amundson@state.mn.us

If you would like to submit an application by mail, contact Georgiana Amundson at the email above.

All applications must be received no later than noon, Central Time, on Sept. 30, 2024. If applications are mailed, they must be postmarked by Sept. 30, 2024. Late applications will not be considered. The applicant will incur all costs associated with applying to this RFP.

20. Questions

If you have questions and would like more information about this RFP, contact:

Georgiana Amundson, email: georgiana.amundson@state.mn.us

- Submit questions no later than 4 p.m., Central Time, Sept. 23, 2024.
- All answers will be posted by Sept. 24, 2024.

21. Review process and timeline

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

- Sept. 11, 2024: RFP posted on the DLI Grants website.
- Sept. 30, 2024: Applications due no later than noon, Central Time.
- Nov. 1, 2024: Work plans approved and grant begins.

22. Application content

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

- Application Form, which includes a workplan and budget

The above documents and additional support materials can be found at

dli.mn.gov/business/workforce/registered-apprenticeships-tomorrows-clean-economy-grant-semiconductors.