**PRE-DEVELOPMENT**

**GRANT APPLICATION**

**INSTRUCTIONS**



***Minnesota Job Skills***

***Partnership***

***Business & Community Development Division***

*Minnesota Department of Employment*

*and Economic Development*

*1st National Bank Building*

*332 Minnesota Street, Suite E200*

*St. Paul, Minnesota 55101-1351*

 *651-259-7514*

# *Revised 03/22*

# MINNESOTA JOB SKILLS PARTNERSHIP

Created by the 1983 Legislature, the Minnesota Job Skills Partnership (MJSP) is a state agency governed by a 12 member board of directors who represent Minnesota businesses, labor, government and educational institutions. MJSP administers three grant programs. The original Partnership grant program was developed in 1983 and can be used for training of both new and existing employees of participating businesses. The second program, called Pathways, was created by the 1997 Legislature to provide training for individuals transitioning from public assistance to employment with participating businesses. The third grant program, called the Low Income Worker Training Program, was created in 2001 to help individuals with incomes at or below 200% of the federal poverty level receive training to acquire additional skills in order to move up the career ladder to higher paying jobs and economic self-sufficiency.

In order to maintain a strong economic base, Minnesota must provide more trained individuals to fill the employment demands of the industrial and business segment of the economy. Business and education often function independently. Educational institutions produce trainees skilled in one field, while business and industry often need a workforce skilled in quite a different area. The result of this mismatch has been that neither our businesses, nor our training and educational institutions, nor our labor force have been fully served.

The Minnesota Job Skills Partnership is mandated to act as a catalyst between Minnesota's post-secondary educational or non-profit training institutions and business/industry for the purpose of designing and implementing training programs. The training programs are expected to meet current and future employer requirements through the training and placement of workers in positions which offer trainees long-term professional growth and economic opportunity.

In addition, direct and continual involvement with the private sector in the design and implementation of MJSP funded training projects is expected to enhance and expand the expertise and capacity of the state's educational institutions.

The long-term goal of MJSP training programs is to help create an environment of cooperation between business/industry and Minnesota's post-secondary educational or non-profit training institutions. It is anticipated that the partnerships formed through MJSP funded training programs will continue to grow and expand after MJSP funding has ended.

**PRE-DEVELOPMENT GRANT APPLICATION GUIDELINES**

The Pre-Development grant is intended to be used as a means for covering the costs associated with planning a specific, large-scale project for which additional MJSP funds will subsequently be requested through the submission of a Partnership grant application. The intended outcome of a pre-development project is that the applicant will have an innovative, highly defined curriculum plan and work statement for inclusion in the Partnership grant application.

**Eligibility Criteria**

**Eligible Applicants.** The Minnesota Job Skills Partnership may provide Pre-development grants to educational or other non-profit training institutions for projects meeting the following guidelines:

* The applicant is an accredited provider of training within the state in either the public or private sector. The Minnesota Job Skills Partnership recognizes training and educational institutions or organizations that are accredited through institutional or specialized accrediting agencies that are recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation.
* The grant will be used to increase the applicants knowledge in the areas of employment need, skills training and education for the purpose of developing a Partnership grant proposal for a project that will address education and skills training for high wage, high growth, and high skill occupations, businesses and industries. In addition, a Pre-Development grant should demonstrate that the educational institution will develop a significant amount of new capacity.
* The project involves the active participation of private employers within the state.

Projects that demonstrate cash commitments from other parties will receive greater consideration. Furthermore, preference will be given to institutions that serve economically disadvantaged people, people of color, or those who are victims of economic dislocation and to businesses located in rural areas.

Ideas for Pre-Development grants should be discussed with MJSP staff prior to the submission of a proposal.

**Availability of Funding**

The Minnesota Job Skills Partnership uses funds allowed under M.S. 116L.04, subd. 2 and M.S. 116L.05 Subd. 3 to award pre-development grants. Any single pre-development grant to any one institution shall not exceed $50,000. The maximum grant amount allowed for a Partnership proposal following a pre-development grant will be reduced by the amount of the pre-development grant awarded. For example, while any single Partnership grant to any one institution shall not exceed $400,000, if a pre-development grant of $50,000 was awarded, the subsequent Partnership grant could not exceed $350,000.

Please contact MJSP at 651/259-7514 to inquire as to the availability of funds.

**Proposal Timetables**

All requests for funding must be submitted as formal proposals to the Minnesota Job Skills Partnership. Proposals will only be funded with the approval of the MJSP board of directors. To be considered, proposals must be received by MJSP on or before proposal due dates. Proposals are generally due three to six weeks prior to each board meeting to provide staff time to review proposals and make recommendations to the board. Applications will be reviewed by the board of directors, and grants will be awarded in accordance with the guidelines adopted by the Minnesota Job Skills Partnership Board.

**GENERAL GRANT PROPOSAL INFORMATION**

## Programmatic Information

Applicants are expected to comply with the general assurances and certifications required by the state of Minnesota as well as any special requirements included in the grant document.

The solicitation of a proposal does not commit the Minnesota Job Skills Partnership Board to award a grant, to pay the costs incurred in the preparation of a proposal, to procure or contract for services or supplies, or to the issuance of a written grant agreement.

The board retains the right to accept or reject all proposals, to negotiate with selected bidders and to require revisions to applications as agreed to during negotiations. The awarding of a grant to successful bidders is contingent upon satisfactory negotiations and signing of the grant agreement.

The Minnesota Job Skills Partnership (MJSP) encourages the submission of proposals from all types of accredited post-secondary institutions. MJSP also encourages linkages between two or more educational institutions or systems if this cooperation will result in the ability to better deliver a comprehensive training program to business and industry.

The central theme of MJSP training activity is the **direct involvement of private business and industry in the preparation and implementation of education and training.** MJSP believes that education and training programs that involve business and industry from the very beginning have the best chance of success in both the quality of training and the number of actual job placements. While MJSP seeks to fund training programs that will address immediate industry needs, it also intends to serve as a catalyst in the development of long-lasting relationships between education and industry - relationships that will continue beyond the individual project duration.

MJSP may support programs that involve more than one employer. Training may take place at the educational institution, at the participating business(es), or a location acceptable to the two parties. MJSP encourages innovative, creative and effective models of interaction between education and business.

The goal of the MJSP is to target training for full-time employment in the growth sectors of the state's economy. While participating employers will not be required to commit themselves to hiring all trainees, a high percentage of placements or retention is expected.

Trainees should not be used to replace current employees, laid-off employees or those who are on strike. Trainee recruitment and selection processes should demonstrate commitment to including people of color, women, persons with disabilities, persons on public assistance and other economically disadvantaged persons, or those who are victims of economic dislocation.

While one major goal of the Minnesota Job Skills Partnership is to create a permanent partnership between education and training institutions and private business, it also seeks to ensure that the numerous agencies currently involved in the state's employment, training and education systems coordinate the development and implementation of their programs with existing employment, training, and education resources in their area.

Applicants must be able to work cooperatively with appropriate service agencies and organizations that have access to and knowledge of the target populations. These may include, but are not limited to, one or more of the following: the Department of Employment and Economic Development, the Department of Human Services, local workforce centers, private industry councils (local workforce councils), and other organizations serving particular client groups identified in the proposal.

**Financial Information**

While MJSP maintains a flexible attitude towards costs, there are definite parameters within which the costs must fall. It should be noted that MJSP's policy on budget revisions is that they should be kept to a minimum.

All costs associated with the activities of the pre-development project must be detailed. Specifically, the financial commitments sought from the Minnesota Job Skills Partnership, participating business(es) and the educational institution or other third parties must be itemized.

MJSP will give preference in funding to those proposals with well-developed and continued private sector involvement. In order to receive this preference, the educational institution must identify the private sector support **up front** and submit the following materials along with the proposal application:

* the name(s) of the participating business(es);
* signed letter(s) of commitment from these same business(es) describing the level of business involvement/support (see attached sample letter); and
* a budget plan which details the level and type of business support.

**Affirmative Action Compliance**

All agencies receiving MJSP grants must comply with state and federal laws prohibiting discrimination.

## Review Guidelines

Proposals will be reviewed according to the following guidelines. **Please note that the following list is offered as a guide and is not all-inclusive.**

A. **Severity of Skill Shortage**

 1. Assessment of need

 2. Availability of other training in area

B. **Capacity Building**

 1. Ability to develop new curricula

 2. Ability to implement curricula

 3. Lack of existing curricula

 4. New courses, programs, degrees developed

1. Innovative, creative approaches to development and delivery of curriculum

C. **Practicality/Potential for Employment**

 1. Level of business commitment to program

 2. Level of business commitment to retraining

 3. Appropriateness of program design to meet business needs.

D. **Opportunity for Trainee**

 1. Meaningful training and employment opportunities

 2. Durability of skills

 3. High growth, high wage and high skill occupation

 4. Number of trainees served

 5. Benefits

 6. Defined career paths

E. **Contribution to Minnesota Economy or Specific Local Economy**

 1. Likelihood of business continuing

 2. Contribution of trainees to economy

 3. Attraction of new or expanding business in community

1. High growth, high wage and high skill business or industry

F. **Adequacy of Fiscal and Program Management**

 1. Agency capability to supervise program

 2. Agency capability to maintain fiscal responsibility

**PRE-DEVELOPMENT APPLICATION FORMAT**

All organizations and institutions interested in submitting a Pre-Development grant application must adhere to the following conditions:

1. Applications must be typewritten and have numbered pages.

2. Applications should be approximately five pages in length. Appropriate attachments such as the private sector commitment letters or letters of support may be submitted in addition to the five-page limit.

3. Proposals must be submitted to the Department of Employment and Economic Development, Business and Community Development Division, Minnesota Job Skills Partnership, via email to deed.mjsp@state.mn.us. Only proposals received by the deadline above will be eligible for consideration. No exceptions will be made in the event of technical issues or delays.

4. Applications must be submitted using the forms and format outlined in this guide.

Following is a brief description of each section contained in the application followed by the actual forms that are to be completed.

**Section A. Applicant Agency (Educational Institution).**  Provide the name, address and contact information for the applicant agency.

**Section B. Participating Business(es).** Provide the name, address and contact information for the participating business(es). This information must be provided for each participating business.

**Section C. General Program Information.** Indicate the total project cost and the amount being requested from MJSP and provide the project start date and end date.

**Section D. Need Statement.** Describe the nature of the occupation, business and industry and provide an explanation of the employment, business and industry needs.

**Section E. Curriculum/Work Statement.** Provide a detailed outline of curricula to be used in the proposed training project.

**Section F. Trainee Data.** Indicate the occupations of those who will receive training under the subsequent Partnership proposal along with the projected number of trainees and the average wage for each occupation.

**Section G. Private Sector Participation.** Describe the ways in which the participating business(es) will be involved in the project. In order to provide training which addresses the specialized needs of the participating business(es) it is expected that the proposal will demonstrate the involvement and input of the participating business(es) in developing the training program.

**Section H. Terms and Conditions.** This section is to be reviewed and signed by the individual that is authorized to commit the applicant agency (educational institution) to the project.

**Attachment A. Budget.** See “Budget Guidelines”on page 8.

**Attachment B. Letter of Commitment.**  This is a letter submitted by the contributing business(es) which outlines their proposed contributions. See the sample letter on page 15.

**Attachment C. Conflict of Interest Disclosure.** The grant applicant must complete the Conflict of Interest Disclosure form that is included in the application forms. 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 [Minn. Stat.§16B.98 Subd. 2-3](https://www.revisor.mn.gov/statutes/?id=16B.98) and Policy 08-01: Grants Conflict of Interest, which can be found on the [Office of Grants Management website](https://mn.gov/admin/government/grants/policies-statutes-forms/) under Current Policies. Organizational conflicts of interest occur when: the

* 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.

**BUDGET GUIDELINES**

The Minnesota Job Skills Partnership (MJSP) requires a detailed budget breakdown that describes and differentiates between Partnership, participating business, and grantee institutional/other funds.

Projects that demonstrate contributions from other parties will receive greater consideration. The contributions may be in the form of cash or in-kind contributions.

MJSP believes that private sector contribution of loaned personnel to be used for curriculum design as well as contributions of equipment, materials, and cash will result in a positive program design.

MJSP is looking for proposals that include participation by the grantee institution or other organizations with which the institution has formed linkages. In preparing the budget document, please include those items of cost that are necessary for project operation that the grantee institution or a linking organization will pay for with either a cash donation or by an in-kind contribution.

Each item of cost must be listed separately, along with the basis for valuation. While the costs allowed for the pre-development project will be determined on an item-by-item basis, following are some examples of costs MJSP will consider and the level of detail that we require.

**Personnel**

MJSP will consider personnel costs including, but not limited to, those individuals directly involved in curriculum design and development, coordination, assessment and secretarial activities.

The description of the activity/item in the budget should include the titles of personnel involved in the project, a description of the activity they are involved in, the persons rate of pay and the estimated number of hours for which they will be involved in the project activity.

**Equipment**

Costs for equipment leased, rented or purchased included in the budget must be pertinent to the design and development of the training program. Equipment may include software. Equipment purchased with grant funds must remain in the ownership of the grantee (educational institution).

MJSP funds may be used for equipment leased/rented under a competitive procurement process or at fair market value for the duration of training. All equipment costs should be pro-rated for the amount of time used in the program.

The description of the activity/item in the budget should include the name of the equipment, how it will be used for the purposes of the project, the quantity of each type of equipment to be purchased, leased or rented and the cost per item.

## Space

MJSP intends that education and training institutions utilize their own facilities for project activities or those of the participating business(es) at no cost to MJSP. However, if the applicant must lease additional space and can verify that this is necessary to the success of the program, MJSP may consider paying a rental rate based on competitive rates for the area in which the program will operate. Grantee or participating business facilities must be valued at the actual cost to the business or grantee and should be prorated for the amount of time it is being used for purposes directly related to the project.

The description of the activity/item in the budget should indicate for what purpose the space will be used, the number of square feet or the number of rental days and cost per square foot or the cost per day.

## Training Materials and Supplies

Materials and supplies may include textbooks, films, video tapes and other expendable items.

MJSP funds may be used for materials and supplies required to directly support training activities, competitively procured at fair market value. **No materials and supplies will be allowed in support of program administration**.

The description of the activity/item in the budget should specify what the materials or supplies are, how they will be used for the purposes of the project, the quantity, and the cost per item.

## Communications and Utilities

MJSP funds may be used for costs of utilities and/or rental and installation of communications equipment directly related to training. This may include items such as telephone lines for operating computer training equipment or utility costs for operating electrical equipment. Generally, MJSP will not allow communication and utility costs related to administrative functions.

## Travel

MJSP funds may be used for the cost of staff travel directly related to the project.

The description of the activity/item in the budget should specify the purposes of travel, the estimated mileage, and mileage reimbursement rate. If travel will include airfare, hotels or meals, the description should also indicate the number of people traveling, the number of overnight stays, the number of meals and the costs associated with each.

**Consultants**

If any consultants will be used for the project, the description of the activity/item in the budget should indicate the service the consultant is providing and how it relates to the project.

**Administrative Overhead**

The use of MJSP funds for administrative overhead shall be limited to ten percent of the total MJSP direct costs and shall include: postage, telephones, photocopying, advertising, printing, office supplies, travel, janitorial supplies, heat, lights, etc.

**PRE-DEVELOPMENT GRANT APPLICATION FORMS**

**Minnesota Job Skills Partnership**

**Pre-Development Grant Application**

|  |
| --- |
| **A. Applicant Agency (Educational Institution)** |
| Name: |  | Contact: |  |
| Address: |  | Title: |  |
|  |  | Phone: |  |
| City: |  | Fax: |  |
| State: |  | Zip: |  | E-Mail |  |

|  |
| --- |
| **B. Participating Business** |
| Name: |  | Contact: |  |
| Address: |  | Title: |  |
|  |  | Phone: |  |
| City: |  | Fax: |  |
| State: |  | Zip: |  | E-Mail: |  |

|  |
| --- |
| **C. General Program Information** |
| Project Start Date: |  | Total Pre-Development Costs: |  |
| Project End Date: |  | MJSP Amount Requested: |  |

|  |
| --- |
| D. Need Statement |
| Explain the nature of the occupation, business or industry to be served. Specifically, demonstrate that the project will serve a high growth, high wage and high skill occupation, business or industry. |
|  |
| Provide a brief explanation of the employment, business and/or industry needs. |
|  |

|  |
| --- |
| **E. Curriculum/Work Statement** |
| In the space provided below, describe any courses, programs and delivery methods you intend to design or develop. Also indicate the process and activities you will use to achieve the goals of the pre-development project. |
|  |
| In the space provided below, indicate any innovative, creative or new educational materials, methodologies or delivery systems being designed or developed and describe the benefits of the project to the educational institution. |
|  |

|  |
| --- |
| F. Trainee Data  |
| Indicate in the following format: occupations for which education and training will be developed, projected number of trainees to be served through subsequent Partnership grant request, and the average hourly wage of prospective trainees not including benefits. |
| Occupation  | Projected Number of Trainees | Avg. Hourly Wage without Benefits |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** | **0** |  |

|  |
| --- |
| G. Private Sector Participation |
| In the space provided below, briefly describe how the private sector will be involved in project activities. |
|  |

|  |
| --- |
| H. Terms and Conditions |
| It is understood and agreed by the undersigned that: 1) Funds granted as a result of this request are to be expended for the purposes set forth herein and in accordance with all applicable laws, regulations, policies and procedures of this state. 2) Any proposed changes in this proposal as approved will be submitted in writing by the applicant and upon notification of approval by the state shall be deemed incorporated into and become part of this agreement. 3) Funds awarded may be terminated at any time for violations of any terms and requirements of this agreement. 4) The applicant agrees to comply with all state and federal civil rights laws the Federal Civil Rights Act of 1964. |
| Name and title of individual authorized to commit applicant (educational institution) to this agreement: |
| Name: |  | Signature: |  |
| Title: |  | Date: |  |

|  |
| --- |
| **ATTACHMENT A. BUDGET** |
| In the following format, provide a description of each project activity and any items to be used in the project that have costs associated to them. Under the “Associated Costs” section, in the appropriate column, indicate the total dollar amount for each activity/item that you are requesting MJSP funds for and the amounts that private sector participants and the grantee or other organizations will be contributing. Please review the budget guidelines on page 8 of the Pre-development Grant Application Instructions before attempting to complete this section. |
| Description of Activity/Item | Associated Costs |
| MJSP | Private Sector | Grantee/Other |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| TOTAL DIRECT COSTS | $0 | $0 | $0 |
| Administrative Overhead (Up to 10% of MJSP Direct Costs allowed) | $0 |  |  |
| **TOTAL COSTS** | **$0** |  |  |

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| ATTACHMENT B. LETTER(S) OF COMMITMENT |

**Sample Letter of Commitment**

Dear Board Members:

This letter is to confirm XYZ Corporation’s planned contribution to the (name of project) training program to be operated by ABC College.

XYZ’s contributions will consist of:

 1. Cash $ 7,500

 To be used for (cite the planned use

 of these funds in the program) in

 conducting the program.

 2. Loaned instructor(s) for 26 weeks at

 24 hours per week, the equivalent of: $11,000

 3. Donated equipment: Drill $1,000

 Grinder $4,000

 Rotary Table $1,000

 $ 6,000

 $24,500

We will submit this contribution for (period of time of commitment) with specific dates to be mutually agreed upon by the Minnesota Job Skills Partnership, ABC College, and our Human Resources Manager. The list of material/equipment to be contributed to this project has been reviewed, and I verify that all contributions listed are necessary to the successful implementation of the training project.

This contribution is given to specifically match a grant from the Minnesota Job Skills Partnership, and is not a general gift or donation that the training institution has or would otherwise receive without the prospect of Partnership funding.

The training project will not result in any dislocation of employees from their current place of employment. The increased skills training will benefit the trainees involved and is in response to a skills shortage experienced by both our firm and the industry.

The company does not anticipate any circumstances, financial or legal, barring the company from meeting its commitments as presented in the project proposal.

Sincerely,

Company Official - (Name and Title) Date

Company Official - (Name and Title) Date

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| ATTACHMENT C. CONFLICT OF INTEREST DISCLOSURE |

**Instructions:** Please return your completed form as part of the Response submittal.

**Conflict of Interest Disclosure Form**

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee’s obligation to be familiar with the Office of Grants Management (OGM) Grants Policy 08-01 Conflict of Interest Policy for State Grant-Making and to disclose any conflicts of interest accordingly. Policy 08-01 can be found on the [Office of Grants Management website](https://mn.gov/admin/government/grants/policies-statutes-forms/) under Current Policies.

All grant applicants must complete and sign a conflict of interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name:

Signature:

Organization:

Date: