Robotics Teams and STEM Internships

Request for Proposals

State Fiscal Year (SFY) 2024 and 2025

Important Dates

**RFP Release:** September 6, 2023

**Informational Webinar:** An informational webinar providing an overview of the Robotics Teams and STEM Internships RFP will be pre-recorded and available at: <https://mn.gov/deed/about/contracts/open-rfp.jsp>.

**Proposals** **Due**: October 11, 2023

Proposals must be received via email by 5:00 p.m. (Central Time) on October 11, 2023. Proposals should be submitted in .pdf to [Youth.Team.DEED@state.mn.us](mailto:Youth.Team.DEED@state.mn.us).

Late proposals will not be accepted. The State is not responsible for any errors or delays caused by technology-related issues.

**Grant Decision Made:** November, 2023

**Grant Decision Communicated:** November, 2023

**Contract End Date:** June 30, 2025

Questions on the RFP should be directed to Kathy Young at [kathy.young@state.mn.us](mailto:kathy.young@state.mn.us).

Disclaimer: All costs incurred in responding to the Request for Proposal (RFP) will be borne by the responder. This RFP does not obligate the State to award a contract or complete the project. The State also receives the right to cancel the solicitation if it is considered to be in its best interests.

Alternative Format: Upon request, these materials will be made available in alternative formats.

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Grant Request for Proposal

# INTRODUCTION

The Minnesota Department of Employment and Economic Development (DEED) is committed to empowering the growth of the Minnesota economy for everyone. DEED facilitates an economic environment to produce jobs and improve the quality of the state’s workforce.

## Objective of RFP

The Department of Employment and Economic Development, through its Office of Youth Development, is seeking proposals from qualified responders to support high school robotics teams, prepare youth for careers in STEM (Science Technology Engineering and Math) fields, and create internships for high school students to work at private companies in STEM fields.

## Funds Available

As authorized in [Chapter 53 -S.F.No. 3035](https://www.revisor.mn.gov/laws/2023/0/Session+Law/Chapter/53/), up to $3,000,000 [[1]](#footnote-1) is available for competitive grants under the Robotics Teams and STEM Internships RFP to support high school robotics teams and prepare youth for careers in STEM fields. Of this amount, $2,000,000 is for creating internships for high school students to work at private companies in STEM fields, including the payment of student stipends. This is a onetime appropriation and is available until June 30, 2028.

Applicants may apply for up to $2,850,000 for SFY 24 and 25 combined.

* A maximum of $950,000 can be applied for to “support high school robotics teams and prepare youth for careers in STEM fields”
* A maximum of $1,900,000 can be applied for to “create internships for high school students to work at private companies in STEM fields, including the payment of student stipends.”

In awarding competitive grants, priority shall be given to projects that:

* Serve youth from communities of color and indigenous communities who are underrepresented in the workforce;
* Serve youth with disabilities;
* Provide youth with information about education and training requirements for careers in high-growth, in-demand occupations (see DEED’s Labor Market Information resources: <https://mn.gov/deed/data/>)

If an awarded organization is unable to expend the award or complete the grant requirements, DEED reserves the right to reallocate awarded funds to other organizations who have been awarded funds through this RFP and who can demonstrate satisfactory grant performance and the ability to utilize additional funds.

## Technical Assistance

Technical assistance is available for interpreting instructions. Contact: Kathy Young at kathy.young@state.mn.us. Questions must be submitted in writing via e-mail.

Each week, DEED staff will post responses to frequently asked questions on DEED’s website by way of the Competitive Grants and Contracts page: <https://mn.gov/deed/about/contracts/open-rfp.jsp>.

# SCOPE OF WORK

## Eligibility

Eligible applicants or “eligible organizations” include nonprofit organizations, colleges and universities, and local education institutions.

Applicants must have demonstrated effectiveness and capacity with supporting Minnesota high school robotics teams. Applicants or identified project partners must have experience and capacity creating internships for Minnesota high school students to work at private companies in STEM fields. If proposed activities are not provided directly, applicants must identify the organizations they will partner with that will be providing key program elements.

Organizations may submit a maximum of one (1) proposal as the primary grantee, but may be listed as partners, subgrantees, or collaborators on other proposals.

## Target Population

Projects must serve Minnesota high school robotics teams and prepare Minnesota high school students for careers in STEM fields. Proposed projects must create internships for Minnesota high school students to work at private companies in STEM fields.

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. Applicants should identify how their proposal serves diverse populations, especially populations experiencing inequities and/or disparities, and economically disadvantaged youth.

Diverse populations include:

Racial and ethnic communities, including American Indians

LGBTQI communities

Disability status

Geographic diversity within and across Minnesota – including greater MN, urban/metro

Economically disadvantaged youth: An individual who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of:

• the official poverty level, for an equivalent period; or

• 70% of the lower living standard income level.

Please follow this [link](https://mn.gov/deed/assets/wioa-chapter7_tcm1045-134289.docx) for the current Income Eligibility Table that includes both Poverty Levels and Lower Living Standard Income Level.

Youth who are eligible to receive or are receiving free school lunch are considered to be economically disadvantaged.

## Eligible Services

Proposed projects must provide the following services:

* Support Minnesota high school robotics teams,
* Prepare youth for careers in STEM fields, and
* Create internships for Minnesota high school students to work at private companies in STEM fields, including the payment of student stipends.

## Collaboration

Partnerships are highly encouraged. Applicants are required to include a letter of support from each agency or partner with which they will be engaging in order to provide the services set forth in the proposal. Include all partnerships in the Partnership Chart (Attachment 1c) attached to this document.

The Partnership Chart must include any subgrantees (organizations, institutions, businesses or any other entities) and the proposed amount of compensation from this grant.

Applicants are encouraged, but not required, to leverage non-state or private-sector funds for the proposed project. Leveraged resources may be for any amount, cash or in-kind.

## Tasks/Deliverables

Successful applicants will be required to:

* Submit a quarterly narrative that describes progress of the grant (due the 30th of the month following the end of the quarter);
* Utilize Workforce One as the case management system for the grant and submit data reports; and
* Submit Monthly Reimbursement Payment Request Forms (RPRs) or Financial Status Reports (FSRs) to a grant administrator within DEED. Reimbursement Request Forms or FSRs must accurately reflect expenditures and obligations consistent with rates of participation which grant administrators will be able to track.

# PROPOSALS

Proposals must conform to all instructions, conditions, and requirements included in the RFP. Responders are expected to examine all documentation and other requirements. Failure to observe the terms and conditions in completion of the Proposal are at the Responder’s risk and may, at the discretion of the State, result in disqualification of the Proposal. Acceptable Proposals must offer all services identified in *Scope of Work* and agree to the contract conditions specified throughout the RFP.

## Narrative Format

The submitted narrative must address all sections in the Proposal Evaluation section and must meet the following specifications:

* 11-point font (Calibri preferred)
* The application narrative section cannot exceed 10 single-sided, double-spaced pages with a 1” margin on all four sides
* The Cover Sheet, 1-page Executive Summary, Attachment 1a and 1b Work Plan, Attachment 1c Partnership Chart, Letters of Support, Attachment 2a and 2b Budget, Affidavit of Non-collusion, Unemployment Insurance Account Release Form, Conflict of Interest Disclosure, Pre-Award Risk Assessment, and any required financial documents do not count towards the page limit.

**IMPORTANT:** Applicants may be required to supplement their proposals at the request of the Commissioner of DEED and/or the Governor’s Office.

## Submission and Due Date

Proposals must be received via email **no later than 5:00 p.m. Central Time on October 11, 2023.** Proposals must be submitted to [Youth.Team.DEED@state.mn.us](mailto:Youth.Team.DEED@state.mn.us) in a single PDF document. Late proposals will not be considered. DEED is not responsible for any issues related to technology.

# PROPOSAL EVALUATION AND SELECTION

## Overview of Evaluation Methodology

The review committee will be reviewing each proposal on a 100-point scale. The scoring factors and weight that applications will be judged on are:

1. Organization and Project Overview: 15 points
2. Target Population: 15 points
3. Project Design: 20 points
4. Work Plan: Project Goals, Activities, and Timetables: 10 points
5. Partnership: 10 points
6. Evaluation and Reporting: 10 points
7. Capacity and Experience: 10 points
8. Budget and Budget Narrative: 10 points

**Total points – 100 points.**

The review committee, comprised of both state and community reviewers, will evaluate all eligible and complete applications received by the deadline.

The Commissioner of DEED will review all committee recommendations and is responsible for award decisions. The award decisions of DEED are final and not subject to appeal.

|  |  |  |
| --- | --- | --- |
| **Section 1: Organization and Project Overview** | | **Total points: 15** |
| * Describe the proposed project. Include a high-level overview of how the project will support high school robotics teams, prepare youth for careers in STEM fields, and create internships for high school students to work at private companies in STEM fields. * Provide a summary of your organization and why this organization is positioned to successfully deliver the goals of this program. Include any relevant experience in operating projects similar to the proposed project. | | |
| **Section 2: Target Population** | | **Total points: 15** |
| * Who is the project’s target population and describe how this project is designed to serve this population? * Include how many participants will be served through each component of the program and estimated cost per participant. * Describe how the project serves diverse populations, especially populations experiencing inequities and/or disparities, and economically disadvantaged youth * What percentage of youth served will be Black, Indigenous, People of color (BIPOC)? What percentage of youth served will have disabilities? What percentage of youth served will be from urban/metro areas and what percentage will be from greater Minnesota? | | |
| **Section 3: Project Design** | | **Total points: 20** |
| ***High school robotics teams:***   * How will the project support high school robotics teams? * Provide a description of your organization’s experience and capacity to support high school robotics teams. * How will the project recruit and select robotics teams that are good fit for the program? | | |
| ***Careers in STEM fields:***   * How will the project prepare Minnesota high school students for careers in STEM fields? * How will the project use [labor market information](https://mn.gov/deed/data/) and industry data to inform youth about careers in high-growth and in-demand STEM occupations? * Identify any industry-recognized credentials, degrees, certificates and/or opportunities for earning academic credit that can be earned by program participants. * Describe the plan to provide STEM career readiness training, including any virtual training opportunities. | | |
| ***Create STEM internships:***   * Describe the plan to create internships for Minnesota high school students to work at private companies in STEM fields? * Describe the outreach and recruitment strategies: include innovative outreach methods to reach the target populations. * What strategies will the project use to keep students engaged in their internships? * Describe any existing relationships your organization or project partners have with private companies in STEM fields, in relation to providing internships for high school students. | | |
| **Section 4: Work Plan: Project Goals, Activities and Timetables** | | **Total points: 10** |
| ***Complete both work plans (see Attachment 1a and 1b):*** What are the key activities to be funded through each component of this project? What are the goals and measurable outcomes for each activity?  ***(Note: The Work Plan Attachments, do NOT count towards the 10-page maximum)*** | | |
| **Section 5: Partnerships** | | **Total points: 10** |
| ***Partnership Chart (see Attachment 1c):*** Who are the key partners? What are the roles, responsibilities and commitments of each partner? List any additional funders (public or private) supporting this project. Include a letter of support from each agency or partner that will be providing services set forth in the proposal.  ***(Note: The Partnership Chart, Attachment 1c, does NOT count towards the 10-page maximum)*** | | |
| ***Partnership Narrative:*** Describe any collaborative relationships with other organizations serving the target populations. Describe how partners and employers will support the proposed project. | | |
| **Section 6: Evaluation and Reporting** | | **Total points: 10** |
| * Describe plans to assess and evaluate the effectiveness of the project. * Describe plans to obtain and incorporate participant input and feedback throughout the project. * Who is responsible for data collection and reporting in WorkforceOne? | | |
| **Section 7: Capacity and Experience** | | **Total points: 10** |
| * Describe your organization’s experience as it relates to the proposed program and grant requirements. * Describe the projects capacity to serve the target population and the proposed number of participants. * What is the staffing plan for this project? Provide specific titles of persons who would lead, manage, and work on this project. | | |
| **Section 8: Budget and Budget Narrative** | | **Total points: 10** |
| ***Complete budget forms (see Attachment 2a and 2b):*** The total budget request does not exceed $2,850,000. No more than 10% is allocated for administrative costs. **(LEVERAGED RESOURCES ARE** **ENCOURAGED BUT NOT REQUIRED -** Leveraged resources may be for any amount, cash or in-kind**)**  ***(Note: The Budget Information Summary, Attachment 2, does NOT count towards the 10-page maximum)*** | | |
| ***Budget Narrative:***   * Describe the proposed budget for each component of the project. Including a description of the anticipated expenditures in each cost category and how they will be used to successfully deliver the proposed program. * Describe your organization’s financial management capacity for the funds requested (accounting, timekeeping, and funds management, etc.). * Describe any additional leveraged resources from other public or private sources. | | |
|  | **Total points: 100** | |

## Conflicts of Interest

DEED will take steps to prevent individual and organizational conflicts of interest, both in reference to organizations submitting proposals and reviewers, per Minn.Stat.§[16B.98](https://www.revisor.mn.gov/statutes/?id=16B.98) and Office of Grants Management Policy 08-01 Conflict of Interest Policy for State Grant-Making. When a conflict of interest concerning state grant making exists, transparency shall be the guiding principle in addressing it.

In cases where a conflict of interest is suspected, disclosed, or discovered by DEED, applicants or grantees will be notified and actions may be pursued, including but not limited to disqualification from eligibility for the grant award, or termination of the grant agreement. In cases where a potential or actual conflict of interest is discovered by the applicant, they must notify the state.

Applicants must complete a [Conflict of Interest Disclosure](https://mn.gov/deed/assets/applicant-conflict-of-interest-2021_tcm1045-451110.docx) and attach it to their proposal.

## Public Data

Per Minn. Stat. § [13.599](https://www.revisor.mn.gov/statutes/?id=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](https://www.revisor.mn.gov/statutes/?id=13.37)) will be public data after the evaluation process is completed (for the purposes of this grant, when all grant agreements have been fully executed).
* All data created or maintained by the Department 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, when all grant agreements have been fully executed).

## Selection and Notification of Successful Applicant(s)

All applicants will receive an email confirmation their proposal was received. We intend to notify applicants of final funding decisions in November, 2023.

# POST-SELECTION REQUIREMENTS

## Tax Identification and UEI Numbers

DEED grantees are required to have both state and federal tax identification numbers and a valid Unique Entity Identifier (UEI) number created in SAM.gov. A UEI number is a unique, twelve-digit identification number for each physical location of your business. UEI numbers are free for all state vendors and can be obtained via the SAM.gov website, linked [here.](https://sam.gov/content/duns-uei)

## Vendor Registration

Grant recipients new to DEED-funded grants must complete a grant agreement before DEED will disburse any funds. The State of Minnesota’s accounting and procurement system is called State-Wide Integrated Financial Tools (SWIFT). Every organization or sub-grantee doing business with the state is considered a vendor. Vendors must be registered with the State of Minnesota. Vendors can interact with the state through the [Supplier Portal](https://guest.supplier.systems.state.mn.us/psc/fmssupap/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&), which is part of SWIFT. The Supplier Portal allows vendors to login and view payment detail as well as maintain address and contact information related to their vendor record. For new prospective grantees (vendors), if you are awarded a grant, it will be necessary to register as vendor via the [Vendor Registration link](https://guest.supplier.systems.state.mn.us/psc/fmssupap/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?&).

## Minnesota Department of Human Rights Workforce Certificates

Any business that employs 40 or more employees in a state and that seeks to enter into a contract with

the State of Minnesota that is over $100,000 or is likely to exceed $100,000 needs to obtain a workforce certificate of compliance from the Minnesota Department of Human Rights. Please check the Minnesota Department of Human Rights website at <https://mn.gov/mdhr/certificates/> or contact them directly at [compliance.mdhr@state.mn.us](mailto:compliance.mdhr@state.mn.us) to determine if your organization needs to seek a workforce certificate of compliance.

## Other State and Federal Requirements

DEED grantees must also comply with all state and federal requirements including, but not limited to:

* Worker’s compensation;
* Affirmative action;
* Data privacy;
* Equal Employment Opportunity;
* The Americans with Disabilities Act (ADA);
* Voter Registration;
* Unemployment Insurance\*

\*A grantee’s Unemployment Insurance account must be current. Please complete the [Unemployment Insurance Account Waiver](https://mn.gov/deed/assets/unemployment-insurance-account-release_tcm1045-386018.docx) as part of your application.

## Financial Review

All Non-Governmental Organizations (NGOs) applying for grants in the state of Minnesota must undergo a financial review prior to being offered a grant award of $25,000 and higher. To comply with State Policy 08-06 on the Financial Review of Nongovernmental Organizations please submit one of the following documents with your proposal, based on the following criteria:

* NGOs with annual income of under $50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
* NGOs with total annual revenue of $50,000 or more and less than $750,000 should submit their most recent IRS Form 990.
* NGOs with total annual revenue of over $750,000 should submit their most recent certified financial audit.

## Bidding Requirements

Grantees are subject to bidding requirements for goods and services purchased under this grant. Goods and services that cost:

* $100,000 or more must undergo a formal notice and bidding process.
* Between $25,000 and $99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
* 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.

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:

* [Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](https://mn.gov/admin/osp/government/procuregoodsandgeneralservices/tgedvo-directory/) – State Department of Administration
* [Disadvantaged Business Enterprise Directory](https://mnucp.metc.state.mn.us/) – Minnesota Unified Certification Program
* [CERT Business List](https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central) – Central Certification Program

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 justifying a single/sole source bid, if applicable.

The grantee **must not** contract with vendors who are suspended or debarred in MN listed [here](https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp).

## Nondiscrimination/EO Assurance

Grant recipients must comply with state and federal civil rights laws and ensure nondiscrimination in programs and services receiving federal and state financial assistance. Grantees are subject to equal opportunity monitoring reviews as a requirement of Workforce Innovation and Opportunity Act, [Section 188, 29 U.S.C. § 3248](https://www.congress.gov/113/bills/hr803/BILLS-113hr803enr.pdf) (nondiscrimination by recipients of federal financial assistance under WIOA) and its implementing regulations, [29 CFR Part 38](https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=f93578defc0df53d553a30c5b65b1edd&mc=true&r=PART&n=pt29.1.38).

## Accountability and Reporting

Accountability and reporting information will be used to monitor grantee service delivery, confirm grant reimbursement requests, and measure performance. Grantees are required to submit

1. Quarterly narrative and data reports – due 30 business days after each quarter end.
2. Monthly Financial Status Reports (FSRs) or Reimbursement Payment Requests (RPRs)
3. Data entry into DEED’s internet-based, online case management system WorkforceOne (WF1)

Successful applicants will be expected to enter participant information into WF1 at enrollment, establish and track participant activities, regularly document case notes as necessary, and exit participants in a timely manner. Training sessions will be available for selected applicants.

## Grant Monitoring

Minnesota Statutes §[16B.97](https://www.revisor.mn.gov/statutes/?id=16B.97) and State Policy on Grant Monitoring 08-10 require the following:

* One monitoring visit before final payment on all state grants of $50,000 and higher
* Annual monitoring visits during the grant period on all grants of $250,000 and higher
* Conducting a financial reconciliation of grantee’s expenditures at least once before final payment on grants of $50,000 and higher. For this purpose, the grantee must make expense receipts, employee timesheets, invoices, and any other supporting documents available upon request by the State.

## Audits

Per [Minn. Stat. §16B.98](https://www.revisor.mn.gov/statutes/?id=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 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.

# Checklist: Application Content and Instructions

**Cover Sheet**

Complete the name and address of the applicant agency and/or fiscal agent as well as the name and address of the contact person for the program. Include both federal and state Tax ID numbers. Indicate the total level of funding requested. Be sure to include an authorized signature and date on the application.

**Executive Summary**

Provide a one-page, double-spaced, overview of the proposed project in 11-point Calibri font. (**DOES NOT COUNT TOWARD THE 10 PAGE LIMIT)**

**Application Narrative (10 single-sided, double spaced page limit)** Must be typed in 11-point Calibri font.

**Work Plans (Attachment 1a and 1b)**

Describe the goals for the funding period. The plans MUST include measurable outcomes. Complete the included *Work Plans* using as many pages as necessary to describe all planned project activities. (**DOES NOT COUNT TOWARD THE 10 PAGE LIMIT)**

**☐ Partnership Chart (Attachment 1c)**

Complete the attached Partnership Chart. List all partner organizations that are contributing resources, staff and/or time and other entities who are partnering with your organization for this grant project. If a partner will be compensated from this grant, include the approximate total amount of compensation from this grant. (**DOES NOT COUNT TOWARD THE 10 PAGE LIMIT)**

**☐ Letters of Support from Partners** (**DOES NOT COUNT TOWARD THE 10 PAGE LIMIT)**

**☐ Budget Information Summaries (Attachment 2a and 2b)**

Complete the attached Budget Information Summaries for SFY 2024-2025. A **maximum** of 10 percent of funding may be used for administrative costs—but please round DOWN to the nearest whole dollar so as to not exceed exactly 10 percent. Grantees may leverage non-state or private sector funds. (**DOES NOT COUNT TOWARD THE 10 PAGE LIMIT)**

[**Affidavit of non-collusion**](https://mn.gov/deed/assets/affidavit-noncollusion_tcm1045-386020.docx)

[**Unemployment Insurance Account Release Consent Form**](https://mn.gov/deed/assets/unemployment-insurance-account-release_tcm1045-386018.docx)

[**Conflict of Interest Disclosure**](https://mn.gov/deed/assets/applicant-conflict-of-interest-2021_tcm1045-451110.docx)

**☐** [**Pre-Award Risk Assessment**](https://mn.gov/deed/assets/pre-award-risk-assessment_tcm1045-386864.pdf)

**Required Financial Documents (for NGOs)**

* Grant applicants with annual income of under $50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
* Grant applicants with total annual revenue of $50,000 or more and less than $750,000 should submit their most recent IRS Form 990.
* Grant applicants with total annual revenue of over $750,000 should submit their most recent certified financial audit.

# Required Attachments

## Cover Sheet

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Applicant Agency:**  *Please use the legal name and provide the full address. This is the fiscal agent with whom the grant agreement will be executed.* | | | | | | |
| 1. Agency Name: | | *Tab here and enter agency name* | | | | |
| 1. Director Name: | | *Tab here and enter director’s name* | | 1. Contact Name: | *Tab here and enter contact’s name* | |
| 1. Telephone: | | *Tab here and enter telephone* | | 1. Telephone: | *Tab here and enter telephone* | |
| 1. Fax: | | *Tab here and enter fax* | | 1. Fax: | *Tab here and enter fax* | |
| 1. Email: | | *Tab here and enter email* | | 1. Email: | *Tab here and enter email* | |
| 1. Agency Website: | | *Tab here and enter agency web site* | | | | |
| 1. Address: | | | | 1. Address: | | |
| *Tab here and enter address* | | | | *Tab here and enter address* | | |
| 1. Federal Tax ID: (required) | *Tab here and enter number* | | | 1. Minnesota Tax ID: (required) | | *Tab here and enter number* |
| 1. UEI Number: (required) | *Tab here and enter number* | | | 1. SWIFT Vendor ID: (if known) | | *Tab here and enter number* |
| **Required Information:** | | | | | | |
| 1. Project Name: | | | *Tab here and enter project name* | | | |
| 1. Geographic Area Served: | | | *Tab here and enter geographic area served* | | | |
| 1. Number of Participants Served (total served over both SFY 24 and 25): | | | *Tab here and enter number of participants* | | | |
| 1. Project Start Date: | | | *Tab here and enter start date* | | | |
| 1. Project End Date: (no later than June 30, 2025) | | | *Tab here and enter end date* | | | |
| 1. Total Amount of Funding Requested (including funding for SFY 24 and 25): | | | *Tab here and enter amount.* | | | |

*I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.*

|  |  |  |
| --- | --- | --- |
| Authorized Signature | Title | Date |

## Attachment 1a Work Plan

Use Work Plan 1a to provide project information related to “supporting high school robotics teams and preparing youth for careers in STEM fields”

| **PROJECT SPECFICS** | |
| --- | --- |
| Enter a description of this component of the project: | Enter the estimated cost per participant for this component of the project: |
| Number of youth to be served through this component of the project, through June 30, 2025: | Target Population(s): (i.e. immigrant youth, youth with disabilities, Latinx youth, African American youth, etc.) |
| List the STEM industry or industries this component of the project will focus on: | Geographic area served: Please list the county/counties or city/cities you intend to serve. |

|  |  |  |  |
| --- | --- | --- | --- |
| **STRATEGIES  (activities, steps, tasks to achieve goal):** | **EXPECTED MEASURABLE OUTCOMES** | **START DATE** | **END DATE**  **(No later than June 30, 2025)** |
| Tab here and enter strategy | Tab here and enter outcomes | Tab here and enter date | Tab here and enter date |
| Tab here and enter strategy | Tab here and enter outcomes | Tab here and enter date | Tab here and enter date |
| Tab here and enter strategy | Tab here and enter outcomes | Tab here and enter date | Tab here and enter date |
| Tab here and enter strategy | Tab here and enter outcomes | Tab here and enter date | Tab here and enter date |
| Tab here and enter strategy | Tab here and enter outcomes | Tab here and enter date | Tab here and enter date |

## Attachment 1b Work Plan

Use Work Plan 1b to provide project information related to “creating internships for high school students to work at private companies in STEM fields, including the payment of student stipends.”

| **PROJECT SPECFICS** | |
| --- | --- |
| Enter a description of this component of the project: | Enter the estimated cost per participant for this component of the project: |
| Number of youth to be served through this component of the project, through June 30, 2025: | Target Population(s): (i.e. immigrant youth, youth with disabilities, Latinx youth, African American youth, etc.) |
| List the STEM industry or industries this component of the project will focus on: | Geographic area served: Please list the county/counties or city/cities you intend to serve. |

|  |  |  |  |
| --- | --- | --- | --- |
| **STRATEGIES  (activities, steps, tasks to achieve goal):** | **EXPECTED MEASURABLE OUTCOMES** | **START DATE** | **END DATE**  **(No later than June 30, 2025)** |
| Tab here and enter strategy | Tab here and enter outcomes | Tab here and enter date | Tab here and enter date |
| Tab here and enter strategy | Tab here and enter outcomes | Tab here and enter date | Tab here and enter date |
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| Tab here and enter strategy | Tab here and enter outcomes | Tab here and enter date | Tab here and enter date |
| Tab here and enter strategy | Tab here and enter outcomes | Tab here and enter date | Tab here and enter date |

## Attachment 1c. Partnership Chart

The information contained in this chart should support the Work Plans. List all partner organizations that will contribute to the proposed project **with/without compensation**. All compensated partners **must** be included in the Partnership Chart. Include a letter of support from each agency or partner that will be providing services set forth in the proposal. Add additional lines as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Organization**  ***(e.g., employer, educational institution, non-profit, consultant, etc.)*** | **Name and Address of Organization** | **Type of Commitment:**  ***(Training, Accounting Time, Staff, Resources, Space, Referrals, etc.)*** | **Contact Person Email Address Telephone Number** | **If Compensated, Approximate Total Amount of Compensation from Grant** |
| 1. Enter org type here | Enter name address of partner | Enter type of commitment | Enter key contact and phone number | Enter dollar amount |
| 1. Enter org type here | Enter name address of partner | Enter type of commitment | Enter key contact and phone number | Enter dollar amount |
| 1. Enter org type here | Enter name address of partner | Enter type of commitment | Enter key contact and phone number | Enter dollar amount |
| 1. Enter org type here | Enter name address of partner | Enter type of commitment | Enter key contact and phone number | Enter dollar amount |
| 1. Enter org type here | Enter name address of partner | Enter type of commitment | Enter key contact and phone number | Enter dollar amount |
| 1. Enter org type here | Enter name address of partner | Enter type of commitment | Enter key contact and phone number | Enter dollar amount |
| 1. Enter org type here | Enter name address of partner | Enter type of commitment | Enter key contact and phone number | Enter dollar amount |

## Attachment 2a Budget Information Summary

Budget form 2a is for project budget related to “support high school robotics teams and prepare youth for careers in STEM fields”

(Total state funds requested on Budget form 2a cannot exceed $950,000. Leveraged resources, if any, may be for any amount, cash or in-kind.) See the Budget Category Definitions for more information on each category.

**Applicant Agency:**

**Contact Person:**

**Telephone/E-Mail Address:**

| **Budget Information Summary**  SFY 2024 and 2025 – Grant start date to June 30, 2025  (Amounts shown below should be **cumulative** by quarter) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost Category** | **TOTAL FUNDS** | Grant start to 12/31/23 | 1/1/24 to 3/31/24 | 4/1/24 to 6/30/24 | 7/1/24 to 9/30/24 | 10/1/24 to 12/31/24 | 1/1/25 to 3/31/25 | 4/1/25 to 6/30/25 |
| 833 : Administration Costs: (Cannot exceed 10% of the total amount requested) |  |  |  |  |  |  |  |  |
| 885: Direct Services to Youth |  |  |  |  |  |  |  |  |
| 838: Direct Customer Training |  |  |  |  |  |  |  |  |
| 881: Participant Wages/Fringe |  |  |  |  |  |  |  |  |
| 828: Youth Support Services |  |  |  |  |  |  |  |  |
| Other (describe): |  |  |  |  |  |  |  |  |
| **TOTAL FUNDS**  **FOR SFY 2024:** | **Cannot exceed $950,000** |  |  |  |  |  |  |  |

**Describe any leveraged resources (cash or in-kind) from other non-state or private sources:**

## Attachment 2b Budget Information Summary

Budget form 2b is for project budget related to “creating internships for high school students to work at private companies in STEM fields, including the payment of student stipends.”

(Total state funds requested on Budget form 2b cannot exceed $1,900,000. Leveraged resources, if any, may be for any amount, cash or in-kind.) See the Budget Category Definitions for more information on each category.

**Applicant Agency:**

**Contact Person:**

**Telephone/E-Mail Address:**

| **Budget Information Summary**  SFY 2024 and 2025 – Grant start date to June 30, 2025  (Amounts shown below should be **cumulative** by quarter) | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Cost Category** | **TOTAL FUNDS** | Grant start to 12/31/23 | 1/1/24 to 3/31/24 | 4/1/24 to 6/30/24 | 7/1/24 to 9/30/24 | 10/1/24 to 12/31/24 | 1/1/25 to 3/31/25 | 4/1/25 to 6/30/25 |
| 833 : Administration Costs: (Cannot exceed 10% of the total amount requested) |  |  |  |  |  |  |  |  |
| 885: Direct Services to Youth |  |  |  |  |  |  |  |  |
| 838: Direct Customer Training |  |  |  |  |  |  |  |  |
| 881: Participant Wages/Fringe |  |  |  |  |  |  |  |  |
| 828: Youth Support Services |  |  |  |  |  |  |  |  |
| Other (describe): |  |  |  |  |  |  |  |  |
| **TOTAL FUNDS**  **FOR SFY 2024:** | **Cannot exceed $1,900,000** |  |  |  |  |  |  |  |

**Describe any leveraged resources (cash or in-kind) from other non-state or private sources:**

# General Definitions

**Administration**: Costs are defined by WIOA Final Rules and Regulations 20 CFR, Section §683.215 and are generally associated with the expenditures related to the overall operation of the employment and training system. Administrative costs are associated with functions not related to the direct provision of services to program participants. These costs can be both personnel and non-personnel and both direct and indirect.

Specifically, the project defines the following costs as administration:

* Accounting, budgeting, financial and cash management functions;
* Procurement and purchasing functions;
* Property management functions;
* Personnel management functions;
* Payroll functions;
* Audit functions;
* Incident reports response functions;
* General legal service functions;
* Costs of goods and services required for the administrative functions of the program including such items as rental/purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
* Systems and procedures required to carry out the above administrative functions including necessary monitoring and oversight; and,
* Travel costs incurred for official business related to the above administrative functions.

**Direct Services to Participants**: Costs associated with providing direct service to participants should be included in this cost category. All staff (wage and fringe), office supplies and other costs necessary to serve customers in some type of direct program activity, exclusive of actual monies spent on tuition, books, on-the-job training reimbursements, job coaching, supported employment, personal assistance services (Vocational Rehabilitation Services), or other direct and tangible training goods and services received by customers.

**Direct Customer Training:** Any tuition, books, fees, on-the-job training reimbursements, participant wages and fringes, and Personal Adjustment/Independent Living Skills Training, provided directly on the customer’s/consumer’s behalf.

**Participant Wages and Fringe Benefits**: Wages and benefits paid directly to participants while engaged in program activities. Benefits should typically include (where applicable) workers’ compensation, Medicare and FICA.

**Support Services**: Costs for services and items considered necessary for an individual to participate in the program including, but not limited to: transportation, housing/rental assistance, health and medical costs, needs-based payments, travel assistance, legal aid, personal counseling, clothing, tools, etc. These expenses may be paid directly to the participant or to a third-party vendor.

1. Five percent is reserved for DEED’s administration of the appropriation. [↑](#footnote-ref-1)