



**State Fiscal Years (SFY) 2024-2025
Targeted Populations Competitive Grants
Diversity and Inclusion Training for Small
Business**

RFP Informational Webinar

DEED Office of Adult Career Pathways

February 9, 2024

Housekeeping

- This webinar is being recorded and will be available on [DEED's Competitive Grants and Contracts webpage](#) for replay within a few days.
- If you have questions during our presentation, please type into the chat box.
- We will be able to respond to some questions during the webinar, but other questions may take further consideration before we can provide a response. All questions from this webinar will be posted to [DEED's Competitive Grants and Contracts webpage](#) .

Presenters

- **Marc Majors;**
Deputy Commissioner of Workforce
Development
- **Vanessa Roman;**
Employment and Training Program
Coordinator

Adult Career Pathways

- **Ann Meyers;**
Adult Career Pathways Supervisor
- **Vanessa Roman;**
Employment & Training Program Coordinator
- **Jenilee Drilling;**
Adult Career Pathways Program Coordinator
- **Zukiswa Mpande-Olson;**
Adult Career Pathways Program Coordinator
- **Mee Xiong;**
Adult Career Pathways Program Coordinator

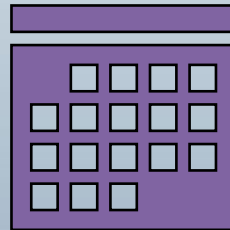
Agenda

- ✓ Introduction & Opening Remarks
- ✓ Important Dates
- ✓ Legislative/Administrative Considerations
- ✓ Targeted Populations Diversity and Inclusion
for Small Business Overview
- ✓ Application Requirements and Evaluation
- ✓ Post Selection Requirements
- ✓ Wrap-Up

Opening Remarks

Deputy Commissioner of Workforce
Development, Marc Majors

Important Dates



Important Dates



The Request For Proposal (RFPs) was published on the DEED Competitive Grants and Contracts webpage on February 1, 2024



Applications will be accepted on an ongoing basis until funding is exhausted. All applications must be submitted in PDF format to AdultCompetitiveGrants.DEED@state.mn.us

Important Dates

Anticipated Notification to Applicants:

Ongoing

Contract Start:

Date all parties' sign

State Fiscal Year 2025 funds available:

July 1, 2024

State Fiscal Year 2025 Contract End:

December 31, 2025

Review Dates

Applications Received	Applications Reviewed	Awards Announced
February 1, 2024 -March 31, 2024	April 2024	April/May 2024
April 1, 2024-June 30, 2024	July 2024	July/August 2024
July 1, 2024-September 30, 2024	October 2024	October/November 2024
October 1, 2024-December 31, 2024	January 2025	January/February 2025
January 1, 2025-March 31, 2025	April 2025	April/May 2025

Legislative and Administrative Considerations



Objective of RFP

The Department of Employment and Economic Development, through its Adult Career Pathways Programs, is accepting applications from qualified responders to fund diversity and inclusion training through the **Targeted Populations Diversity and Inclusion for Small Business Grants**.

The program is outlined under:

- [Minnesota Statute 116L.43, Subd. 3](#)

All businesses receiving a grant under this program must create and implement a plan to actively engage, hire, and retain people of color for both entry-level and high-wage opportunities, including management and board of director positions. This plan must be submitted to DEED upon completion of training.

Legislative Considerations

As authorized in the [Minnesota Session Laws - 2023, Regular Session, Chapter 53, Article 20, Sec.2 Subd. 3 \(b2\)](#).

(2) \$1,500,000 each year is for diversity and inclusion training to small businesses under Minnesota Statutes, section 116L.43, subdivision 3

Legislative Considerations

- Minnesota Statute section 116L.43
 - Defines the eligibility for businesses
 - Outlines the eligible activities
 - Provides requirements on other Targeted Populations grants
 - Workforce Programs
 - Capacity Building
- Full text of legislation available at:
<https://www.revisor.mn.gov/statutes/cite/116L.43>

DEED Programming

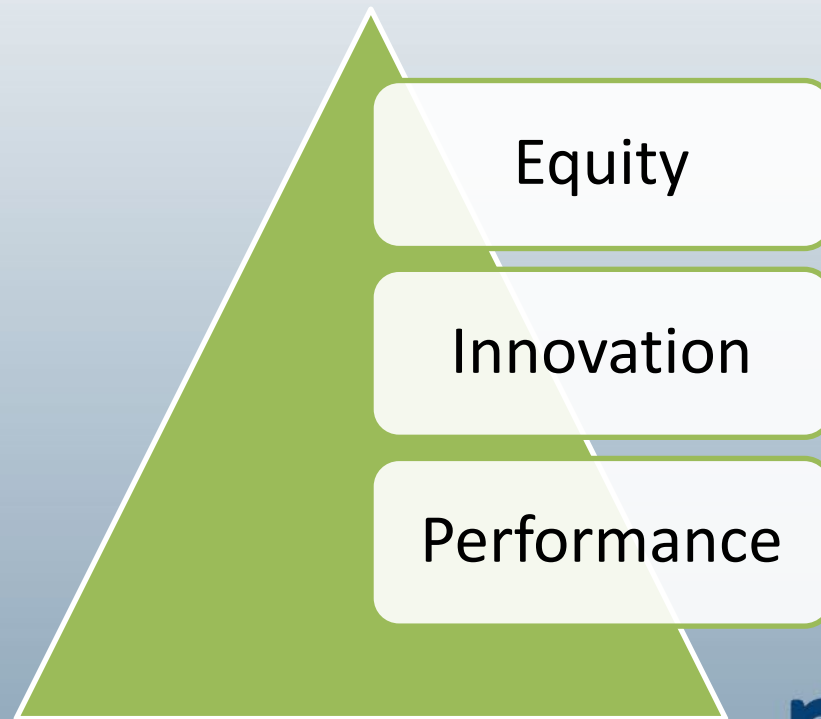
The Minnesota Department of Employment and Economic Development (DEED) is committed to empowering the growth of the Minnesota economy for everyone.

The Targeted Populations Diversity and Inclusion Training Grants RFP is administered under DEED's Employment and Training Division Office of Adult Career Pathways.

All the Office of Adult Career Pathways RFPs support programs and services designed to improve economic opportunities for people of color, women, people with disabilities, and/or veterans in Minnesota.

Proposal Themes

Within DEED's Employment & Training Division, Adult Career Pathways programs focus on these three themes:



Eligible Applicants

Eligible applicants must be a small business as defined under [Minnesota Statute 645.445](#)

- "Small business" means a business entity organized for profit, including but not limited to any individual, partnership, corporation, joint venture, association or cooperative, which entity:
 - is not an affiliate or subsidiary of a business dominant in its field of operation; and
 - has 20 or fewer full-time employees; or
 - in the preceding fiscal year has not had more than the equivalent of \$1,000,000 in annual gross revenues; or
 - if the business is a technical or professional service, shall not have had more than the equivalent of \$2,500,000 in annual gross revenues in the preceding fiscal year.

Eligibility Cont.

- All applicants must be currently operating, have been in operation for at least one year at the time of application, have a business filing with the Minnesota Secretary of State in good standing, and have a physical business presence in the state of Minnesota at the time of application.

Eligible uses of funds

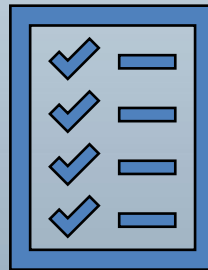
- Diversity and Inclusion Training

Training must result in the development and implementation of a plan to actively engage, hire, and retain people of color for both entry-level and high-wage opportunities, including management and board of director positions.

Maximum Award

- Applicants are limited to 1 application for a total of \$30,000

Application Requirements and Evaluation



Application



Targeted Populations Diversity and Inclusion for Small Business Competitive Grants

Application Packet

Please complete all fields within this application and sign where indicated. Incomplete submissions will not be considered.

Submit your complete application via email to adultcompetitivegrants.DEED@state.mn.us with the subject line D&I for Small Business- RFP Application – [insert business name].

Remember, you must submit all documents listed below for the application to be considered complete:

- Form 1. [Cover Sheet](#)
- Form 2. [Narrative Responses](#)
- Form 3. [Budget](#)
- Form 4. [Unemployment Insurance Account Consent](#)
- Form 5. [Applicant Conflict of Interest Disclosure](#)
- Form 6. [No Conviction of Felony Financial Crime](#)
- Form 7. [Evidence of Good Standing](#)

- https://mn.gov/deed/assets/targeted-populations-diversity-application_tcm1045-608425.pdf

Application Information

The application must meet all specifications below, to be considered:

- Completed application PDF, with all forms completely filled in, and signed where indicated.
- Submitted to AdultCompetitiveGrants.Deed@state.mn.us
- Incomplete applications will NOT be considered.
- DEED is not responsible for any issues related to technology.

Strong Applications

When considering your application be sure to:

- Fill out the application completely
- Make sure that the application clearly outlines the plan for funds and that the plan is within eligible uses of funds.
- Include concrete objectives for your outcomes

Overview of Evaluation

Proposals will be evaluated and scored based on the following criteria. **Total points – 100 points.**



Post Selection Requirements



Tasks/Deliverables

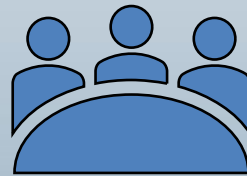
- Submit quarterly narrative reports
- Submit monthly Reimbursement Payment Request Forms, with receipts
- Upon completion of training, create and implement a plan to actively engage, hire, and retain people of color for entry-level and high-wage opportunities including management and board of director positions. This plan must be submitted to DEED.

Post- Selection Requirements

Organizations awarded funds will need to:

- Provide Tax ID and Unique Entity Identifier Numbers
- Register as a Vendor in SWIFT
- And Additional State & Federal Requirements listed in the RFP

Wrap-Up



Technical Assistance/Questions

Any questions following the release of this Request for Proposal should be directed via e-mail to Vanessa Roman from DEED's Adult Career Pathways team Vanessa.Roman@state.mn.us

Each week, DEED staff will post responses to frequently asked questions on DEED's website by way of the Contract Opportunities page: <http://mn.gov/deed/about/contracts/>

Other Grant Opportunities Available

Please visit DEED's Grant and Contract Opportunities webpage, where you can sign up to receive notification when new opportunities are listed:

<http://mn.gov/deed/about/contracts/>



Thank you for your participation today!

DEED Office of Adult Career Pathways