Application

![Minneapolis City of Lakes logo]

City of Minneapolis
Community Planning and Economic Development
Minneapolis Employment & Training

Minneapolis Pathways Fund

2025 Request for Qualifications

OPENING STATEMENT

New for 2025, City of Minneapolis Employment and Training is streamlining our Career Pathways RFQ process with a single RFQ posting for up to three application rounds this calendar year. This allows you to plan for your proposed Career Pathways projects more easily. The RFQ will remain posted throughout 2025 with open and closing dates for three separate rounds. As an agency, you are still eligible to apply for multiple projects per round and multiple projects per year. The total funding will be split by up to three separate rounds of award opportunities set forth in this 2025 RFQ (p.4 - 5).

The City of Minneapolis has established Minneapolis Pathways to assist employers with recruiting, training, or preparing un- or underemployed Minneapolis residents with the skills needed to fill positions in their businesses.

Career Pathways supports models that include but are not limited to: training stipends for participants, paid internships, paid work experience, On-the-Job training, on ramps to apprenticeships, incumbent worker training, and/or work-based learning opportunity(s) that will prioritize graduates for unsubsidized full-time open positions at the company.

Projects will be evaluated based on the following criteria:

- Engages business in the identification, development, and support of career pathways
- Achieves measurable outcomes by organizing education, career counseling, supportive services around the needs of target populations
- Clear and coordinated pathways that provide participants with visual roadmaps or templates depicting career laddering on-ramps, transitions, and off-ramps
- Contextualized and modular curriculum that provides multiple entry points to family-sustaining careers in regional industry sectors
- Accelerated training that integrates basic skills and work-readiness training with occupational skills
- Industry endorsed training that leads to academic credits, credentials, or job placement

ELIGIBLE APPLICANTS

The funding is open to organizations that were competitively selected and approved by the City Council as **Eligible Providers of Workforce Development Services for 2021-2025**. While eligibility for these funding opportunities will be based on the lead applicant's status as an Eligible Provider, established partnership(s) with employer(s) and other stakeholders that bring additional expertise or resources to the project are encouraged.

Before the proposed work can begin or funding will be awarded, all Eligible Providers competitively selected for these funding opportunities must have in place an executed Master Contract for Workforce Development Services with the city. If your organization has an executed master contract on file, then you will need to complete a project-specific Funding Availability Notice (FAN) agreement prior to moving forward with the proposed project(s).

Furthermore, any subcontractor training providers (if any) that are partnering with any funded organization(s) must be on the [State of Minnesota's Eligible Training Provider List (ETPL)](#) at the time of application.

There are two main criteria for a training provider to be considered eligible for Minnesota's ETPL:

- Have a public location in Minnesota, and
- Be licensed, registered, or exempt with the state agency that regulates the industry's training. Most often this is the Office of Higher Education. However, there are forty-seven unique state agencies that approve trainings for various industries.

There are a few reasons why these two eligibility criteria exist prior to review of specific courses and programs on the ETPL. They include basic consumer protections, federal guidance, and criteria set by the governor to help focus the ETPL on trainings that will lead to a sustainable career.

Additionally, all funded organizations must maintain the city's required insurance policies, as outlined in the Master Contract. These insurance levels may be subject to change by the city. The current required liability coverages include:

All awarded Providers and their subcontractors (if any) shall secure and maintain the following insurance:

a) *Workers Compensation insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least $100,000 each accident, $500,000 disease – policy limit and $100,000 disease each employee.*

b) *Commercial General Liability insurance with limits of at least $2,000,000 general aggregate, $2,000,000 products – completed operations $2,000,000 personal and advertising injury, $300,000 each occurrence fire damage and $5,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed $2,000,000 or involves potentially high-risk activity.*

c) *Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least $1,000,000 per accident.*

d) *Professional Liability Insurance or Errors & Omissions Insurance providing coverage for 1) the claims that arise from the errors or omissions of the Consultant or its subcontractors and 2) the negligence or failure to render a professional service by the Consultant or its subcontractors. The insurance policy should provide coverage in the amount of $2,000,000 each claim and $2,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after the expiration of the contract.*

e) *Network Security and Privacy Liability for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) Intentional, fraudulent, or criminal acts of the Consultant, its agents or employees.   2) Breach of the City's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of*

$1,000,000 per occurrence and $2,000,000 annual aggregate. If written on a Claims-Made basis, the policy must provide an extended reporting period and have a retroactive date that on or before the date of this Contract or the date Consultant commences work, whichever is earlier.

FUNDING AND OUTCOMES

Funding awards are expected to range from $50,000 - $250,000 and programs may last between 6 – 24 months. The primary outcome for this funding is placement into full-time employment as defined as a minimum of 32 hours per week. The source of awards may be federal, state, or local funds. Any special requirements of the funding source(s) will be described in the funding agreement.

We encourage employer partnerships that will provide fair and just starting wages and will lead to or near the median wage according to DEED's Occupational Employment and Wage Statistics (OEWS) data.

Ongoing employment support is critical. All funded employment service providers are expected to provide a minimum of 12 months of follow up services if participants need further support.

CO-ENROLLMENT

Eligible Minneapolis residents may be co-enrolled with other non-MET or MET funding streams as long as the participant is provided with distinct and specific services that are not duplicated and as long as the co-enrollment is permitted by those other funding streams.

PARTICIPANT ELIGIBILITY

100% of training dollars are for Minneapolis residents.

Participant eligibility requirements:

- <u>Minneapolis resident at time of enrollment</u>

    AND

- <u>Unemployed</u>

    OR

- <u>Employed/Underemployed</u>

    o   Individuals who are employed/underemployed are employed full-time or part-time and meet the definition of a *low-income individual* (Household income at or below 200% of the federal Health and Human Services poverty guidelines adjusted to household/family size. – https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines) and are seeking training services as part of a career pathway.

EMPLOYER PARTNER INVOLVEMENT:

A minimum two employer partners must provide a letter of commitment and state how the proposed career pathway program provides credentials that will improve the likelihood of considering applicants for available unsubsidized full-time positions within the company. The two employers, and any additional employer partners, may also commit to participate in classroom training (mock interviews, facility tours, classroom speakers, etc.), inform and help deliver curriculum, and/or offer paid internships, paid work experience, On-The-Job training, and/or work-based learning opportunity(ies) that will prioritize graduates for unsubsidized full-time open positions at the business.

All partners must be listed in the Partnership Chart.

SCHEDULE

The following is a listing of application due dates, key proposal milestone dates, and each RFQ rounds' *estimated* timelines. Lead applicant employment service providers are eligible to apply for multiple projects throughout 2025.

- Applications for Round 1 close March 17, 2025.
- Applications for Round 2 close July 17, 2025.
- Applications for Round 3 close December 18, 2025.

ROUND 1 RFQ

Milestone	Round 1 Timeline
RFQ Round Clarifying Questions Due	March 4, 2025
Proposals Due	March 17, 2025 (By 12:00 P.M., NOON, CDT)
Recommendation Notification	April 18, 2025
Fund Availability Notice (FAN) and Project Begins as Early as	May 1, 2025

ROUND 2 RFQ

Milestone	Round 2 Timeline
RFQ Round Clarifying Questions Due	July 7, 2025
Proposals Due	July 17, 2025 (By 12:00 P.M., NOON, CDT)
Recommendation Notification	August 18, 2025
Fund Availability Notice (FAN) and Project Begins as Early as	September 1, 2025

ROUND 3 RFQ

Milestone	Round 3 Timeline
RFQ Round Clarifying Questions Due	October 30, 2025
Proposals Due	November 13, 2025 (By 12:00 P.M., NOON, CDT)
Recommendation Notification	December 18, 2025
Fund Availability Notice (FAN) and Project Begins as Early as	January 1, 2026

APPLICATION PROCESS

Applications may be emailed to brant.ingalsbe@minneapolismn.gov.

Please submit application(s) as a Word document (.doc) and a signed PDF. Applications must be received no later than 12:00 P.M. (NOON, Minneapolis Time) on the application due dates for each round.

NOTE: Applications received after each rounds' deadline may not be considered until the next round.

REQUESTS FOR CLARIFICATION

MET welcomes written questions about the proposal or application process no later than the clarifying questions due date above. You may submit questions in writing to:

> Brant Ingalsbe
> brant.ingalsbe@minneapolismn.gov

Answers to all written questions will be posted to the City of Minneapolis website, under the listing for Employment and Training funding opportunities: https://www2.minneapolismn.gov/business-services/doing-business-with-the-city/community-planning-development-rfps/

GENERAL CONDITIONS

The City of Minneapolis Employment and Training will be the administrator of any and all contracts let under this application.

Employment service providers selected through this Request for Qualifications (RFQ) will be monitored by Minneapolis Employment and Training staff for compliance with all Minneapolis Employment and Training policies, including source funding financial parameters. This RFQ does not commit Minneapolis Employment and Training to award a contract, to pay any costs incurred in the preparation of this

request, or to procure or contract for services. The City of Minneapolis reserves the right to accept or reject any or all RFQs received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, this RFQ, if it is in the best interest of the City of Minneapolis to do so. The City of Minneapolis Employment and Training may require the selected providers to participate in negotiation and to submit any fiscal, technical, or other revisions of their proposal that may result from negotiations with Minneapolis Employment and Training.

Responding to this application does not guarantee that your organization will be selected to provide services.

Selected Eligible Providers that may be new to Minneapolis Employment & Training-funded projects and programs must execute a master contract agreement before services can begin and before Minneapolis Employment & Training will disburse any funds. All Providers must have current insurance coverage at the levels required by the City of Minneapolis. Please see the Eligibility section above for more information.

City of Minneapolis Employment and Training
Minneapolis Pathways Fund Application

Please complete this cover page and attach it to your application.	
RFQ REQUIREMENTS: Must be able to reply "yes" to all red boxes	

Applicant Agency: ☐ Yes, this agency is on the Eligible Provider list for 2021-2025 – REQUIRED. Please use the legal name and full address. This is the fiscal agent with whom the project agreement will be executed.	Contact Name and Address: (If different from the APPLICANT AGENCY)
Agency Name: Director Name: Telephone: Email:	Contact Name: Title: Telephone: Email:
Address:	Address:
Federal Tax ID: (required)	Minnesota Tax ID: (required)

Unique Entity ID (UEI*) Number: (required)_____

For more information on how to obtain an UEI number, please watch the video, "How to get a Unique Entity ID" that can be found on this page https://sam.gov/content/home

Total funding requested	$
Number of participants placed in jobs	
Cost per participant placed in job	$
Indicate the funding round of this application: _____Round 1 *(due by March 17, 2025)* _____Round 2 *(due by July 17, 2025)* _____Round 3 *(due by November 13, 2025)*	

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

Minneapolis Pathways Application

Section 1 – Project Narrative

1. Provide a 100–150-word narrative summary of your proposal that includes the training and outcomes. This will be your 'elevator pitch' that will help readers quickly understand what you plan to accomplish. **(10 points)**

2. Include a visual roadmap depicting career laddering on-ramps, transitions, and off-ramps for participants, which helps illustrate paths to participants' success.
   See Appendix A and B for examples of visual roadmaps or flow charts. **(10 points)**

3. Describe how your organization works to strengthen a competitive workforce so all Minneapolis residents can participate, prosper, and reach their full potential. **(5 points)**

4. Describe your outreach and communication strategy to job seekers. How does your agency evaluate its outreach efforts and adapt strategies when needed? If you have any staff involved in recruiting and/or outreach for this project, please list them on the Staff Chart in Section 2. **(10 points)**

5. Describe the support services your organization will provide to participants throughout the program. What is your agency's process to determine what support is needed (assessments, questionnaires, interviews, ongoing case management), and what skills and resources will you provide or help them access? **(10 points)**

6. Provide a summary of the partnerships and collaborations the proposed program will facilitate. All partners must be listed in the Partnership Chart, provide letters of support, and indicate the specific service and commitment to the program for each partner. Your summary should align with the Proposal's attached Workplan.

   Include a minimum of two (2) Employer partners and their commitment to the project according to the required component that applicants who complete the program will improve the likelihood of them being considered for unsubsidized open full-time employment positions within the company.

(20 points)

7. List the anticipated employment positions training graduates will be eligible for, the occupational demand and/or supporting labor market information (LMI) for the position(s) you are preparing job seekers for and complete the grid below. **(5 points)**

Position	Employer/Occupational Demand	Skills Required	Target Wage

8. How does your *soft skills/work readiness* and/or pre-apprenticeship training(s) prepare individuals for the positions above? Include a summary of the curriculum or content, hours, and training provider(s). **(5 points)**

9. How does your *technical* training prepare individuals for the positions above? Include a summary of the curriculum or content, hours, credential earned and identify training provider(s). **(10 points)**

10. Job placement assistance for participants in training-related positions can continue for at least 90 days beyond the end date of the award. Placements attained within 90 days of the end date will be credited to the original project's results. With this in mind, explain how participants are informed anytime their primary contact has changed during their participation and/or after placement due to staff transitions within your organization. **(5 points)**

Section 2 – Budget & Staff Chart

Provide a list and description of planned expenses for this project. Note that this budget will be the basis for allowable costs and expected documentation for the funding. Expenses not included in the budget will not be reimbursed.

Project Budget		
Budget Item	Description	Total Cost
Career Services	(Staff, marketing and communications, IT support)	$0.00
Training Stipend	(Total stipends provided to participants)	$0.00
Support Services	(List services provided directly to participants)	$0.00
Training	(List individual training programs and cost)	$0.00
Administrative and Operational	(Insurance, travel, professional fees, occupancy, etc.)	$0.00
Total Costs		**$0.00**
Leveraged Funding-Workforce	(List all additional funding that is directly supporting the project)	$0.00

Staff Chart		
Staff	Role	% FTE
Ratio of direct service FTE to cohort size*		

*Staff that directly engage participants on a regular basis, typically employment coaches/navigators. Typically, will not include supervisors or other support positions.

Section 3 – Workplan (15 points)

List key activities/outcomes for the project and who is responsible for them. This may include recruitment, enrollment, eligibility/aptitude assessments, training, support services, placement, data tracking, retention, and employer engagement. Provide specific numbers for quantifiable objectives such as recruitment, training, and placement.

Project Goal – Recruitment / Outreach

Objective	Activities	Expected Outcomes	Person(s) Responsible	Timeframe

Project Goal 2 – Training

Objective	Activities	Expected Outcomes	Person(s) Responsible	Timeframe

Project Goal 3 – Placement

Objective	Activities	Expected Outcomes	Person(s) Responsible	Timeframe

Section 4 – Past Performance (10 points)

List Minneapolis Pathways projects seeking renewed or continued funding, and/or other past Career Pathways programs funded by MET, the State of Minnesota Pathways to Prosperity (P2P), or other similar career pathway programs and managed within the last two years. If available, include the Workforce One performance data to date.

Date of Workforce One data pull: _____

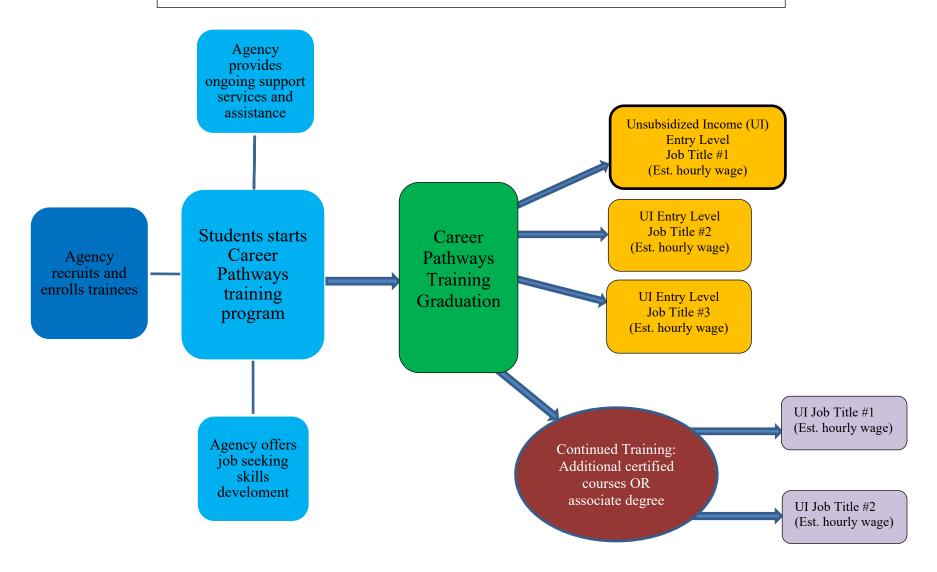| Program Name	Start Date	End Date	Enrollment Goal #	Actual Enrollment	Job Placement Goal #	Actual Placement	Percent Exited to UE*

*Unsubsidized Employment (UE)

Section 5 – Partnership Chart (5 points)

List partners and employer(s) and their commitments to this project. A minimum two employer partners must provide a letter of commitment and state how the career pathway program provides credentials that will improve the likelihood of considering applicants for available unsubsidized full-time positions within the company. Additional letters of commitment are encouraged but not required.

Name	Key Contact	Specific commitment(s)	Employer (Y/N)	Letter of Commitment Enclosed (Y/N)

Appendix A
Example Career Pathways Visual Roadmap 1

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Agency provides ongoing support services and assistance

Agency recruits and enrolls trainees  →  Students starts Career Pathways training program  →  Career Pathways Training Graduation

Agency offers job seeking skills develoment
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Career Pathways Training Graduation →

- Unsubsidized Income (UI) Entry Level Job Title #1 (Est. hourly wage)
- UI Entry Level Job Title #2 (Est. hourly wage)
- UI Entry Level Job Title #3 (Est. hourly wage)

→ Continued Training: Additional certified courses OR associate degree

- UI Job Title #1 (Est. hourly wage)
- UI Job Title #2 (Est. hourly wage)

Appendix B
Example Career Pathways Visual Roadmap 2

Students Start Career Pathways Training

Ongoing Agency Roles and Responsiblities:

- Develop training completion and job placement plan
- Provide direct and support services
- Job seeking skills development
- Continouos recruiting and enrollment
- Lead job placement assistance
- Workforce One data tracking
- Program evaluation and reporting

Career Pathways Graduation

Unsubsidized Income (UI) Entry Level Job Placement:
1) Job Title 1
2) Job Title 2
3) Job Title 3

Continued Training OR Associate Degree Enrollemnt

Second Tier Job Placement:
1) Job Title 1
2) Job Title 2