

Minneapolis TechHire Partnership Grant—Q & A to Partner Solicitations

Addendum to Employment Service Provider Questions and Responses:

1. **Q: What specific information should be included for references? Is name, organization, phone number and email sufficient?**
 - This is the minimum information needed to contact your references. A brief description of the references' experience with your organization would provide reviewers helpful context.
2. **Q: Are entire resumes required for individuals involved on the project or would summaries of specific experience as related to the individuals involved be allowed/acceptable?**
 - No. Summaries of resumes and qualifications/experience would suffice.
3. **Q: How should proof of financial responsibility be demonstrated? Is a copy of the most recent audit sufficient? If it is not, please list additional documents you would like to see included.**
 - Yes, the most recent audit would be sufficient.
4. **Q: Please clarify (be more specific) the information you're looking for in the invoice process as it related to the indicators.**
 - Describe your organization's grant accounting process and invoice process in relation to managing federal grants. If your organization doesn't manage federal grants, describe your organization's accounting system and internal controls to ensure compliance with related or similar accounting requirements.