Paid Leave Public Outreach Grants

April 4, 2025

Agenda

I. Overview of Minnesota Paid Leave

II. Program Overview

III. Request for Proposal Details

IV. Questions

EMPLOYMENT AND
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# I. Overview of Minnesota Paid Leave

April 4, 2025

Following over a decade of advocacy efforts, Paid Leave was signed into law on May 25, 2023.

- **Starting in January 2026**, Paid Leave will ensure Minnesotans can take the time they need to be there for some of life's most important moments—like welcoming a child, recovering from a serious illness, or caring for a loved one.

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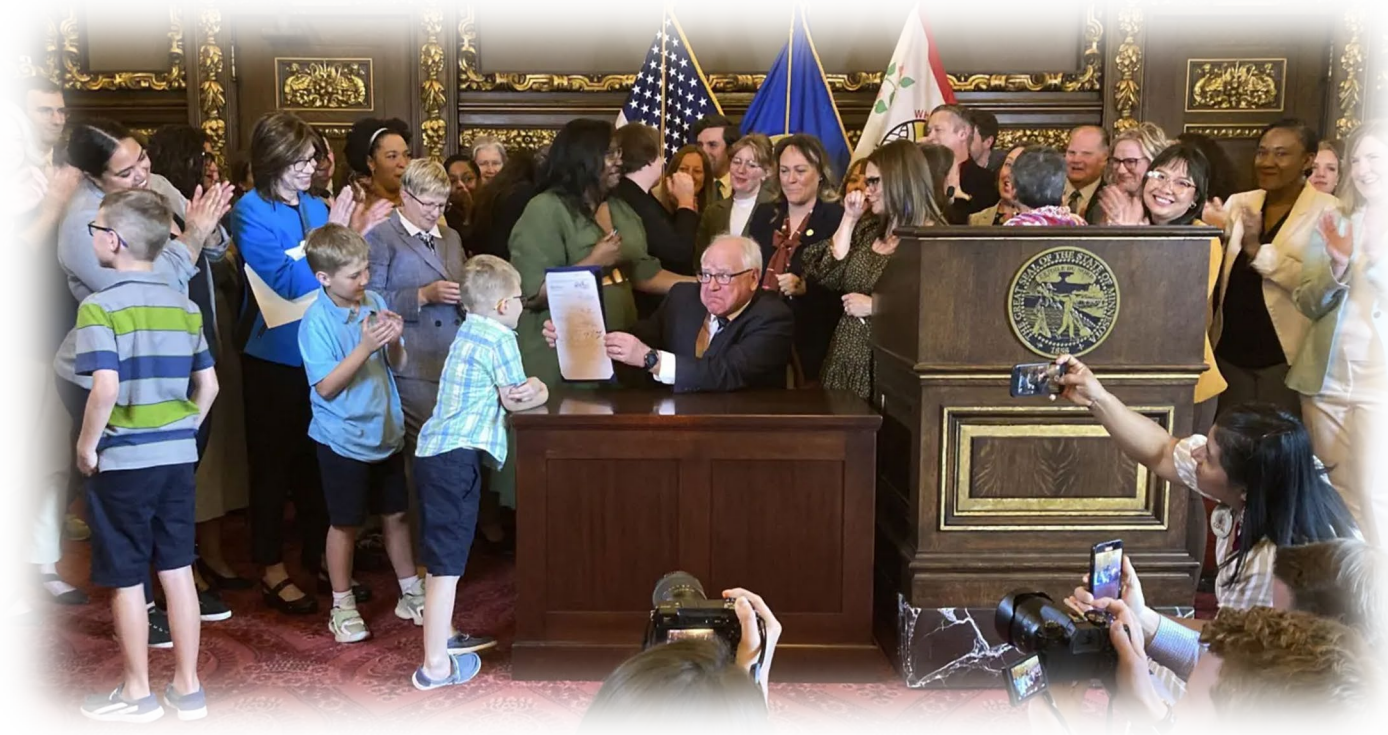
Minnesota will be the 13th state to implement Paid Leave.

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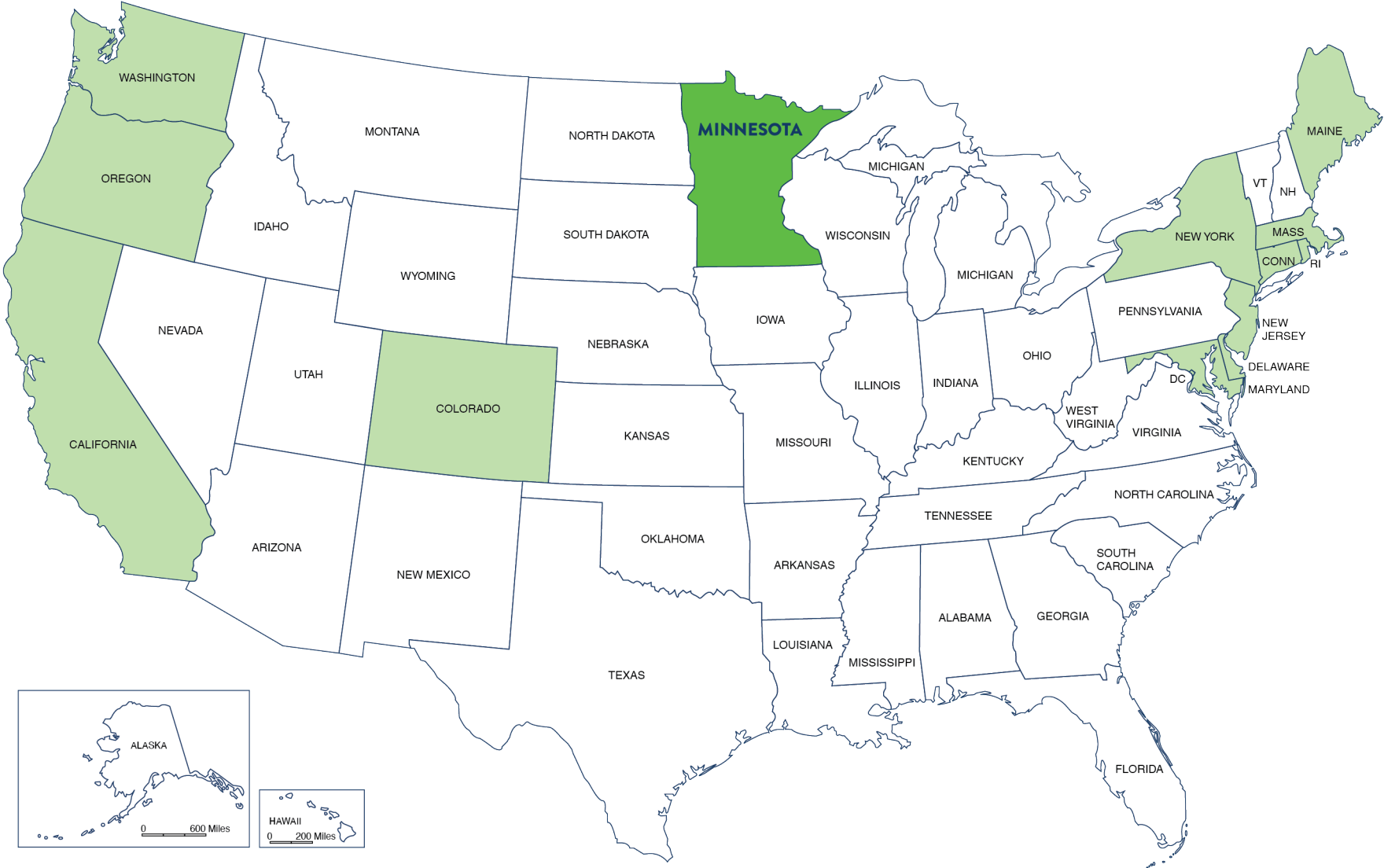
Medical Leave
1-12 Weeks

Family Leave
1-12 Weeks

Medical
Leave to care for an individual's own serious medical condition

Bonding
Leave to bond with an individual's child during the first 12 months after the child's birth or after the placement of the child through adoption or foster care.

Active Duty
Leave because a family member is on active duty or has been notified of an impending call or order to active duty in the Armed Forces.

Caring
Leave to care for a family member with a serious health condition.

Safety
Leave because of domestic abuse, sexual assault, or stalking of the individual or individual's family member.

Maximum of 20 weeks combined in one year if someone qualifies for both medical and family leave.

Qualifying conditions must last more than seven days and be certified by a health care provider or designated professional.

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Minnesota Paid Leave Details

Almost all employers and individuals that work in Minnesota will be covered by Paid Leave.

Paid Leave payments

- Benefit payments will cover a portion of an individual's usual pay during a qualified leave.

Paid Leave job protection

- Paid Leave will ensure that employees are able to return to their job after taking leave.

Paid Leave funding

- Paid Leave is a social insurance program. Both employers and employees will contribute premiums to the fund.

Additional resources and questions about Paid Leave program can be directed to: info.paidleave.mn.gov

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II. Program Overview

April 4, 2025

- As authorized by Minnesota Statutes 2024, Section 268B.18 Public Outreach, this is a Competitive grant funding for community-based groups

- For purpose of outreach, education, and/or technical assistance for employees, employers, and/or self-employed individuals.

- Complement and amplify the ongoing outreach, engagement, communications and strategy work of the Paid Leave team.

- Create greater awareness among populations that are less likely to know about or access Paid Leave.

- RFP posted on the Paid Leave website: **April 1, 2025**

- Questions due to PaidLeave.Grants.DEED@state.mn.us no later than 4:30 p.m. Central Time **May 15, 2025**

- FAQ Updated on an ongoing basis on [Paid Leave Grants website](#) **Ongoing**

- Applications due no later than 4:30 p.m. Central Time **May 30, 2025**

- Selected grantees announced (Press Release) **July 18, 2025**

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- Applications will be received for a **two-year** grant period
  - Expected to begin in September 2025 and end on June 30, 2027.

- Separate budgets should be submitted for each year.
  - **Year one:** The maximum request amount for year one is $100,000.
  - **Year two:** A preliminary budget for year two should double the year one request.

NOTE: In year two, grantees are guaranteed at least the amount they received in year one. If final funding availability meets the current projection, all grantee awards are anticipated to double in year two. Once available funding for year two is known, all year two grant awards will be revised and increased proportionally to their original awards.

No more than 10% of the total project budget can be dedicated to administrative costs.

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Eligible **lead organizations** must be:

- a nonprofit organization, public entity or Tribal Nation

- experienced in outreach, education, and/or technical assistance for employees, employers, and/or self-employed individuals

Eligible **partner organizations** can be:

- a public entity, nonprofit organization, Tribal Nation or for-profit entity

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III. Request for Proposal Details

April 4, 2025

Proposals are actively encouraged from **community-based groups that focus on serving key populations** as identified by Minnesota Paid Leave as facing higher barriers to accessing paid leave.

All proposals must include a plan to:

- engage with the Paid Leave team on communications compliance
- make resources accessible to people with disabilities and those with limited English proficiency.

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The Paid Leave Public Outreach Grant program will support projects in **one or more** of the following categories:

1. Education

2. Outreach

3. Technical assistance

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- **Education:** Fostering learning and understanding of Paid Leave through interactive, dynamic activities

- **Outreach:** Building awareness of and increasing equitable participation in Paid Leave

- **Technical assistance:** Providing individualized consultation services that eliminate barriers and increase equitable access to, participation in, and/or compliance with Paid Leave

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Focused on awarding proposals that place an emphasis on one or more of the following themes:

1. **Equity**

2. **Collaboration and Partnership**

3. **Likelihood to Succeed**

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- Services are designed and delivered in a culturally specific, community-based methodology.
- The scope of demographic and/or geographic coverage is outlined explained why it is a priority for Paid Leave Outreach.
- Demonstrated knowledge of the community being served.

Programmatic partnerships and collaborations between organizations are eligible and encouraged.

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Review criteria are based both on the programmatic requirements and on an applicant's ability to carry out the grant deliverables within the grant performance period.

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Proposal Evaluation: Criteria and Weight

A review committee, comprised of state and non-state officials and subject matter experts, will review each applicant on a 100-point scale, with points available in four sections.

1. Relevant Experience & Organizational Capacity **25 points**

2. Program Design and Service Delivery **40 points**

    a) Workplan and Objectives *20 points*

    b) Community Engagement and Inclusivity Plan *10 points*

    c) Partnerships and Collaboration *10 points*

3. Performance, Reporting and Evaluation **25 points**

4. Budget **10 points**

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Relevant Experience & Organizational Capacity

- Describe the capacity of your organization to:

  o Provide the quantity and quality of services in this proposal.

  o Provide culturally and linguistically relevant services to your organization's client base and target populations, explain experience.

  o Effectively manage and administer grants from public and private sources.

- Explain the staffing plan for this project

- Describe how this project and funding request aligns with the size and capacity of your organization.

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Describe the need, design, and service(s) provided by this project in 3 sections:

a) Workplan and Objectives (20 points)

b) Community Engagement and Inclusivity Plan (10 points)

c) Partnership and Collaboration (10 points)

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Performance, Reporting and Evaluation

Description of the performance and evaluation plan. How information will be collected, who will collect the information, and how that information will be used to evaluate the success and impact of your project.

- How will you know that your project has increased awareness of Paid Leave? Include quantitative and qualitative methods.

- If working with partners, how will this project coordinate the implementation of the performance and evaluation plan across partners to ensure the quality and timeliness of reporting?

Detailed, two-year project budget that lists sources and uses of all program-related funds throughout the performance period.

- If using partners, include the exact amounts of funding anticipated per partner.

- For year one, max request up to $100,000, and for year two, up to $200,000.

Year two will be determined and communicated to the grantee once the final funding amount is available. At that time, we will request a revised budget based on actual award funding amount.

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Exhibit D: Signed certification that no current principals have been convicted of a felony financial crime in the last 10 years

Exhibit E: Evidence of Good Standing, confirmed by the MN Secretary of State

Conflict of Interest

Tax Identification and UEI Numbers

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- **Vendor Registration**: The State of Minnesota's accounting and procurement system is called State-Wide Integrated Financial Tools (**SWIFT**).

  - For new prospective grantees, if you are awarded a grant, **it will be necessary to register as a vendor** via the Vendor Registration link.

- **Risk Assessments**: Provide a recent financial statement (internal financial statement, IRS Form 990, or certified financial audit) as part of the required risk assessment policy.

- **Unemployment Insurance:** A grantee's Unemployment Insurance account must be current.

Applications must be completed in DEED's Grants Management System.

1. An Organization Representative, someone who has contract signing authority for grant contracts with the State of Minnesota, will register themselves and their organization in the online Grants Management System as a new user if they do not already have an account.

2. Once the registration has been approved by DEED, the registrant will have access to log in to the Grants Management System, add additional users on behalf of their organization, and apply for the grant opportunity.

Do not wait to register for the Grants Management System!

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Information on the grant opportunity, application instructions, and FAQ are located at

https://mn.gov/deed/paidleave/about/grants/

The application portal can be accessed under the tab 'Instructional support & application tips'

Who can apply?

Grant Priorities

Selection criteria and scoring

Application and review process

Applicant requirements

Contact information

Instructional support & application tips

Need help navigating the application process? Use the resources below to set you and your organization up for success.

Application tips

- Register early: Setting up your account in DEED's Grants Management System (GMS).
- Review eligibility: Make sure your organization meet the minimum requirements before applying.
- Check documentation requirements: Prepare your financial statements and letters of support from any partners early in the process.
- Stay within the character limits: Review the character limits for each application section. Keep your responses concise and relevant.
- Plan your budget: Make sure to include realistic and allowable expenses. Include a clear breakdown of partner allocations (if applicable).
- Highlight equity and impact: Strong proposals prioritize underserved communities and explain how your work will increase access to Paid Leave.

Instructional materials

- Public Outreach Grants webinar recording
- How to use the applicant portal

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Questions and Contact Information

Additional questions about this RFP and application process may be submitted to: PaidLeave.Grants.DEED@state.mn.us.

DEED staff will post responses to frequently asked questions by way of **the FAQ page** on DEED Paid Leave Grants website.

For Technical Assistance for the Grants Management System, contact:
Grants System Administrator Email: GMS.DEED@state.mn.us