



Grant Request for Paid Leave Public Outreach Grants

Grant Overview

Minnesota Paid Leave is a new program launching January 1, 2026. It provides paid time off when a serious health condition prevents you from working, when you need time to care for a family member or a new child, for certain military-related events or for certain personal safety issues. The vision of Paid Leave is to improve the health and well-being of all people and employers in Minnesota.

As part of the new program, funds are reserved for Public Outreach Grants to community-based groups. Beginning in State Fiscal Year 2026, Paid Leave Public Outreach Grants may be awarded to qualified community-based groups for the purpose of outreach, education, and/or technical assistance for employees, employers, and/or self-employed individuals. The applicant's scope of work should complement and amplify the ongoing outreach, engagement, communications and strategy work of the Paid Leave team. The intended outcome is to create greater awareness among populations that are less likely to know about or have access to Paid Leave. This is a competitive funding opportunity through the Department of Employment and Economic Development (DEED)'s Paid Leave program under Minnesota Statutes 2024., section 268B.18.

Funding Availability

As authorized by Minnesota Statutes 2024, Section 268B.18 Public Outreach, funding for this award is derived from a percentage of annual projected Paid Leave benefit payments and is transferred to a fund for the upcoming State Fiscal Year. Per statute, at least 0.5% of these projected benefit payments under Section 268B.17 must be used for outreach, education and technical assistance. Of this, at least one half of the amount spent under this section must be used for grants to community-based groups. For State Fiscal Year 2026, grants will be awarded from an available fund of \$1,800,000. For State Fiscal Year 2027, it is anticipated that the funding will increase to \$3,700,000.

Grant applications will be received for a two-year grant period, which is expected to begin in September 2025 and end on June 30, 2027. Separate budgets should be submitted for each year.

- The maximum request amount for year one is \$100,000.
- A preliminary budget for year two should double the year one request.

In year two, grantees are guaranteed at least the amount they received in year one, but should expect more as available funding is projected to increase from \$1,800,000 to \$3,700,000. 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. See budget section for further information.

Proposals will be reviewed, scored, and ranked by a committee comprised of state and non-state officials and subject matter experts, who will provide a recommendation to the Commissioner for final review and award decisions. We expect to announce selected grantees seven weeks from the date applications close. If selected, you may only incur eligible expenditures once the grant contract agreement is fully executed and the grant has reached its effective date.

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.

Pursuant to [Minnesota Statute, Section 16B.98, Subd. 1](#), the grantee agrees to minimize administrative costs as a condition of this grant. In order to comply with Minnesota Statutes, Section 16B.98, Subdivision 1, no more than 10% of the total project budget can be dedicated to administrative costs.

Upon request, these materials will be made available in alternative formats. For TDD, contact Minnesota Relay at 711 or 1-800-627-3529.

Minimum Requirements

Applicants must meet the minimum requirements in order to be considered for this grant opportunity. The proposal must identify a lead organization that is responsible for the implementation and administration of the program and that serves as the fiscal host for funding. Lead organizations must be a nonprofit organization, public entity or Tribal Nation with experience in outreach, education, and/or technical assistance for employees, employers, and/or self-employed individuals. Partner organizations may be included in the application and can be a public entity, nonprofit organization, Tribal Nation or for-profit entity.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making.

The Minnesota Department of Administration, Office of Grants Management (OGM) [Policy 08-02](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities and/or disparities. 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. Research shows that people earning lower wages, Black, Indigenous, and people of Color (BIPOC), immigrants, LGBTQIA2S+ individuals, people with disabilities, and those with limited English proficiency are all less likely to be aware of and access paid leave benefits.

All proposals must include a plan to engage with the Paid Leave team on communications compliance, and a plan for making resources accessible to people with disabilities and those with limited English proficiency.

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

- 1. Education:** Fostering learning and understanding of Paid Leave through interactive, dynamic activities
 - *Strong proposals will include plans in which people are convened, information is presented and discussed, questions are asked and answered, and the needs of specific audiences are centered.*
- 2. Outreach:** Building awareness of and increasing equitable participation in Paid Leave
 - *Strong proposals will include plans for distributing accessible, culturally appropriate and language-specific information about the program and its benefits.*
- 3. Technical assistance:** Providing individualized consultation services that eliminate barriers and increase equitable access to, participation in, and/or compliance with Paid Leave
 - *Strong proposals will define the population being served, the specific barriers being addressed, and metrics for evaluating how the assistance provided will increase participation, equitable access and/or compliance.*

Competitive Priorities

The Public Outreach Grant program will be focused on awarding proposals that place an emphasis on one or more of the following themes.

- 1. Equity:**
 - Services are designed and delivered in a culturally specific, community-based methodology.
 - The scope of demographic and/or geographic coverage is outlined and an explanation is provided for why it is a priority for Paid Leave Outreach.
 - Knowledge of the community being served is demonstrated.

2. Collaboration and Partnership:

- Programmatic partnerships and collaborations between organizations are eligible and encouraged. The proposal must identify a lead applicant, who will be responsible for the implementation and administration of the grant and serve as lead fiscal agent. List all partner organizations that will contribute to the proposed program with or without compensation.

3. Likelihood to Succeed:

- 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.

Selection Criteria and Weight

The review committee 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**

Required Financial and Grantee Capacity Review

Prior to awarding a grant of \$25,000 or over, DEED must assess a recent financial statement (internal financial statement, IRS Form 990, or certified financial audit) from that organization to ensure it is financially stable enough to carry out the purpose of the grant.

Minnesota Statutes, Section 16B.981, [Chapter 62 - MN Laws](#), Article 7, Section 11 requires that a pre-award risk assessment is conducted for grant awards of \$50,000 or more.

All grantees as defined in Minnesota Statutes, Section 16B.981 Subd. 1 (c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

In order to comply with this requirement, the following information and documents will need to be submitted before the grant contract agreement is fully executed:

1. **Capacity Responses: All potential grantees: Exhibit C**
 - Please describe your history of performing the work that will be funded by the grant. This includes describing your organization's current staffing and current budget.
2. **Certification: All potential grantees: Exhibit D**
 - No current principals have been convicted of a felony financial crime in the last 10 years
3. **Evidence of good standing: For nonprofit potential grantees: Exhibit E**
 - Filed and up to date with the Secretary of State
4. **Nonprofit grantees as applicable: Exhibit F**
 - Most recent Form 990 or Form 990-EZ
 - Most recent audited financial statement of a charitable organization which has received total revenue in excess of \$750,000 for the 12 months of operations covered by the statement per [Minnesota Statutes, Section 309.53](#)
 - Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of grant funds, if awarded, and evidence of exemption

The submission of inaccurate or misleading information may be grounds for disqualification from the grant contract agreement award and may subject an organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Per Minnesota Statutes, Section 16B.981, [Chapter 62 - MN Laws](#), Article 7, Section 11, Subdivisions 3-5, a granting agency has the authority to:

- Provide or require enhanced grant oversight
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant agreement
 - The potential grantee has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant
 - The granting agency must provide notice of this determination to not award the grant to the grantee and the Commissioner of Administration.
 - The notice must include the following:
 - The reason for postponing/not awarding the grant
 - The timeline for the process for contesting the agency's decision

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, 12-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](#).

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](#), which is part of SWIFT. The Supplier Portal allows vendors to log in 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 a vendor via the [Vendor Registration link](#).

Prevailing Wage

Per Minnesota Statutes, Section 116J.871, prevailing wage rates must be paid on an economic development project site if the project receives state financial assistance in any of the following forms:

- A grant where a single business receives \$200,000 or more of the grant proceeds
- A loan, or a guaranty/purchase of a loan, where a single business receives \$500,000 or more of the loan proceeds
- Certain tax incentives

Prevailing wage rates are required to be paid on an economic development project site if that project receives or will be receiving state financial assistance in the form of a grant where a single business receives \$200,000 or more of the grant proceeds, a loan or the guaranty or purchase of a loan if a single business receives \$500,000 or more of the loan proceeds, or certain tax incentives, per Minn. Stat. § 116J.871. For economic development projects subject to the prevailing wage requirements in Minnesota Statutes, Section 116J.871, grantees must ensure that they and all contractors and subcontractors comply with applicable prevailing wage requirements including submitting all required certified payroll records, as described in the attached "Prevailing Wage Certification – Minn. Stat. § 116J.871", to wagedata.deed@state.mn.us. For questions regarding prevailing wage, please contact:

Minnesota Department of Labor and Industry

Prevailing Wage

443 Lafayette Road N.

St. Paul, MN 55155

Phone: 651-284-5091

Email: dli.prevwage@state.mn.us

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.

Application Content

In order for the application to be considered complete, applicants must submit the following:

1. Relevant Experience & Organizational Capacity:

The proposal must provide a profile of the applicant organization. The response to this section is limited to 20,000 characters, with each response below limited to 4,000 characters including spaces. The responses should address the following:

- a. Describe the capacity of your organization to provide the quantity and quality of services in this proposal.
- b. Describe the capacity and experience of your organization in providing culturally and linguistically relevant services to your organization's client base and target populations.
- c. Describe the capacity of your organization to effectively manage and administer grants from public and private sources.
- d. What is the staffing plan for this project? Include a synopsis of each staff position, the responsibilities within that position, and explain how this project fits within the overarching structure of the organization.
- e. Describe how this project and funding request aligns with the size and capacity of your organization.

Strong proposals will demonstrate relevant staff expertise and cultural competency amongst target populations, an organizational history of providing regulatory navigation and/or technical services, past success in coordinating collaborative partnership-based efforts, and organizational experience in financial management and/or grants management, experience in coordinating with state agencies and/or multi-partner projects.

2. Program Design and Implementation:

Describe the need for the project, the design of the project, the category of service(s) that will be provided and who will be served by this project. Provide narrative describing how those services will be delivered. The narrative should clearly articulate responses to the three sections detailed below.

- a. Workplan and Objectives (response is limited to 12,000 characters including spaces):
Strong proposals will clearly articulate a vision of the proposed project; indicate which public outreach mechanisms (education, technical assistance, and/or outreach) the organization plans to use; provide justification for request for support; articulate target audience and barriers, demonstrating need and explaining how the program will meet the Public Outreach Grant program objectives; include a plan to coordinate with Paid Leave Outreach Communications and Public Engagement teams; effectively operationalize the project description by breaking it down into action steps; and provide a detailed and realistic project timeline.

- b. Community Engagement and Inclusivity Plan (response is limited to 4,000 characters including spaces):
Strong proposals clearly explain how the applicant organization and its partners (if applicable) plan to engage target populations and include plan to coordinate with the Paid Leave Outreach Communications and Public Engagement teams.
- c. Partnership and Collaboration (response is limited to 8,000 characters including spaces):
Strong proposals will include partners that round out the expertise needed to successfully implement the proposed project and a clear division of both programmatic and administrative responsibilities.

Signed letters of intent/support to contract(s) from partners explaining what they will contribute and their responsibility in operations are required for each partner. If a partner has a potential conflict of interest, such as providing donations to the applicant or sitting on the applicant's board of directors, attach a letter of disclosure explaining the relationship of the partner to the applicant organization.

3. Performance, Reporting and Evaluation:

Provide a narrative description of your performance and evaluation plan, including how information will be collected, who will be collecting the information, and how that information will be used to evaluate the success and impact of your project. Please refer to those measurable outputs and outcome(s) identified in the workplan.

- How will you know that your project has increased awareness of Paid Leave? Include quantitative and qualitative methods. *Response is limited to 10,000 characters including spaces.*
- 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? *Response is limited to 5,000 characters.*

Strong proposals will outline detailed plans for tracking and measuring project outcomes; have a large impact as demonstrated by widespread reach (high number or individuals or large geographic area) and/or high touch individualized services resulting in measurable (indicators) amongst Paid Leave targeted population.

4. Budget (Narrative and Table):

Applicants must complete a 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. The total response to this section is limited to 8,000 characters including spaces.

Strong proposals will submit a realistic budget, with any funds towards partners outlined, and all eligible expenses included.

Additional Requirements:

- 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

Please do not submit any other materials (binders, photos, etc.). Unrequested materials will not be reviewed.

Application Submission

All applications must be received no later than 4:30 p.m. Central Time, on Friday, May 30, 2025. Late applications will not be considered.

Applications must be completed in [DEED's Grants Management System](#). 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. Once the registration has been approved by DEED, the registrant will have access to log in to the [Grants Management System](#) and apply for the grant opportunity. Grant opportunities are listed under My Opportunities on the user's dashboard once they are logged in.

Review Process and Timeline

The review committee will evaluate all eligible and complete applications received by the deadline. DEED will review all committee recommendations and is responsible for award decisions.

Important Dates

RFP posted on the Paid Leave website	April 1, 2025
Informational Webinar	April 4, 2025
Questions due no later than 4:30 p.m. Central Time	May 15, 2025
FAQ Updated on an ongoing basis on Paid Leave website	Ongoing
Applications due no later than 4:30 p.m. Central Time	May 30, 2025
Committee begins review of applications	June 16, 2025
Selected applicants undergo pre-award risk assessment	July 1, 2025
Applicants submitted to DEED's Commissioner for review	July 11, 2025
Selected grantees announced (Press Release)	July 18, 2025
Work plans and budgets revised if necessary	by August 29, 2025
Grant contract agreements executed and grant begins	by September 19, 2025
Grant end date	June 30, 2027

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes, Section 16B.98, Subdivisions 2-3](#) and OGM Policy [08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- a grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties
- a grantee's or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per [Minnesota Statutes, Section 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 Sections [13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.
- All data created or maintained by DEED as part of the evaluation process (except trade secret data as defined and classified in Sections [13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, Data will be considered public when all the grant contract agreements have been fully executed

Allowable Expenses

Grant funds must be used for the purposes of developing and providing education, outreach, and/or technical assistance.

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services as well as payroll tax
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking and traffic violations
- Out-of-state transportation and travel expenses*

* Minnesota will be considered the home state in determining whether travel is out-of-state.

Accountability and Reporting

Depending on the types of proposals chosen for funding, DEED will work with grantees to identify data collection requirements and measurable outcomes for reporting. Grantees should be prepared to:

- Submit quarterly progress reports and an end-of-year report;
- Submit monthly or quarterly reimbursement requests along with a summary of expenses and supporting documentation, and;
- Actively participate in evaluation and data collection efforts that assess the impact of this initiative.

Grant Payments

Per OGM [Policy 08-08](#), reimbursement is the preferred method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past-due progress reports unless DEED has given the grantee a written extension.

Grant Monitoring

[Minnesota Statutes, Section 16B.97](#) and OGM [Policy 08-10](#) Grant Monitoring requires the following:

- One monitoring visit during the grant period 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 during the grant period 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.

The monitoring schedule will be: an annual monitoring visit per fiscal year.

Grantee Bidding Requirements for Nongovernmental Organizations and For-Profit Businesses

Any grant-funded services and/or materials that are expected to 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 ensure that targeted vendors from businesses with active certifications through these entities are used when possible:

- [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
- Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#)
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [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 of verbal quotes or bids and justifying a single/sole source bid, if applicable

The grantee must not contract with vendors who are suspended or debarred in Minnesota:

[Suspended/Debarred Vendor Information.](#)

For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes, Sections 177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

Grantee Bidding Requirements for Municipalities

Grantees that are municipalities must follow:

- The contracting and bidding requirements in the Uniform Municipal Contracting Law as defined in [Minnesota Statutes, Section 471.345](#)
- The requirements of prevailing wage for grant-funded projects that include construction work of \$25,000 or more, per [Minnesota Statutes, Sections 177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

The grantee must not contract with vendors who are suspended or debarred in Minnesota:

[Suspended/Debarred Vendor Information.](#)

Audits

Per [Minnesota Statutes, Section 16B.98](#), subdivision 8, the 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.

Affirmative Action and Non-Discrimination Requirements for All Grantees

1. Per [Minnesota Statutes, Section 363A.02](#), the grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train and recruit minority persons, women, and persons with disabilities.
2. In accordance with [Minnesota Rules, part 5000.3500](#), the grantee must not discriminate against any employee or applicant for employment because of physical or mental disability regarding any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled people without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
3. The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration Requirement

The grantee will comply with [Minnesota Statutes, Section 201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Contact Information

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

Each week, DEED staff will post responses to frequently asked questions at DEED Paid Leave Grants website by way of [the FAQ page](#).

For Technical Assistance for the Grants Management System, Contact:

Grants System Administrator

Email: GMS.DEED@state.mn.us