

# FAQ for earned sick and safe time (ESST) 2024 outreach grant

**1. Are for-profit companies that serve the focus communities eligible to apply for the ESST grant?**

Only nonprofit organizations are eligible for grant funding.

**2. We are not ESST legal experts, should we still consider applying?**

Yes. The Minnesota Department of Labor and Industry (DLI) will provide training and will have materials you can use or adapt.

**3. We're thinking about applying for the WESA/PMFL grant in addition to the ESST grant. Can information for the two grants be integrated into the same program activity?**

Yes, they can. Keep in mind that in your record keeping and reports you will need to identify how you allocated resources for materials and events.

**4. Are we expected to produce all of the materials we share with our community?**

While it is allowable for grantees to create outreach materials, DLI has materials that can be adapted to meet the particular needs of your community. Creating and adapting informational materials is an allowable expense. DLI will need to review and approve all materials prior to distribution.

**5. How do you decide who gets grant funding?**

This is a competitive grant and applications will go through a competitive review process. Application review criteria can be found in section 7 of the request for proposal. A review committee reads and scores proposals, then the committee recommendations are sent to the DLI commissioner for review. The commissioner makes award determinations based on the committee's recommendations, applicant risk factors, availability of funds and grant priorities.

**6. What types of information will be required for quarterly reporting?**

DLI will provide templates for reporting. The information for reports will be similar to the information you provide in the activities and workplan sections of your application. DLI wants to learn about your ongoing activities and progress.

**7. Are administrative costs calculated as a portion of the entire budget or only on the direct costs?**

For the ESST 2024 outreach grant, grant administrative costs are calculated as a portion of the total budget and cannot exceed 10% of the total budget. For example, if the total requested budget is \$50,000, then administrative costs could be as high as \$5,000.

**8. How would we get reimbursed for grant spending?**

Grantees must retain financial support documents for all grant expenditures. Grantees will need to submit financial backup with their first invoice requesting reimbursement. The state may also ask for supporting documentation for future reimbursement requests. For grant awards over \$50,000, DLI will conduct a financial review as part of the grant monitoring process.

The state's StateWide Integrated Financial Tools (SWIFT) accounting system is used to track and pay grantee expenditures. All grant awardees will need to be signed up for the SWIFT system prior to contracts being signed. You can find more information at [mn.gov/mmb/accounting/swift](https://mn.gov/mmb/accounting/swift).

If you have questions about the ESST law, contact the Labor Standards Division at 651-284-5075, [dli.laborstandards@state.mn.us](mailto:dli.laborstandards@state.mn.us) or visit [dli.mn.gov/sick-leave](https://dli.mn.gov/sick-leave).