

Labor Education Advancement Program (LEAP) Grant FAQs

Nov. 21, 2022

1. *Who can apply for LEAP funding?*

Applicants must be a community-based organization. The purpose of a LEAP grant is to fund community-based organizations' efforts to place, support and retain people of color, Indigenous people and women in registered apprenticeship programs in Minnesota. The state statute that established the LEAP program is listed at the bottom of this FAQ. For the purposes of this funding, schools are not considered community-based organizations.

2. *Why is funding limited to serving people of color, Indigenous people and women?*

Registered apprenticeship can provide great career opportunities for all participants, yet people of color, Indigenous people and women continue to be underrepresented in registered apprenticeship programs. Currently there are approximately 11,000 people in registered apprenticeship programs; however, only approximately 22% are people of color and Indigenous people and 7% are women.

3. *The RFP requires a minimum of three registered apprenticeship partners. How can we find and meet people who have registered apprenticeship programs?*

You can email or call Betsy Adamson at ApprGrants.DLI@state.mn.us or 651-284-5196, and she will assist in making those connections. This type of technical assistance can be requested up until 4:30 p.m. Central Time, on Nov. 10, 2022.

4. *Do applicants need to identify specific registered apprenticeship programs, or are just types of labor okay?*

A minimum of three letters from registered apprenticeship programs are required.

5. *What are the minimum age requirements for registered apprentices?*

Apprenticeship programs registered with the Minnesota Department of Labor and Industry serve and train workers who are 18 years and older.

6. *Do registered apprenticeship programs require specific qualifications for people to become an apprentice?*

Many registered apprenticeship training programs require that apprentices have a high school degree or GED, a valid driver's license and reliable transportation; however, requirements differ slightly based on the program.

7. Do applicants have to provide opportunity and guidance for people to enroll with a registered apprenticeship?

Successful applicants will articulate and demonstrate an ability to introduce, provide guidance and facilitate entry, retention, and completion in registered apprenticeship through various means including outreach, education, assessment, preparation, support services, instruction, training, placement and retention activities.

8. Do applicants have to guarantee numbers of new registered apprentices?

Because the purpose of the grant is to facilitate the participation of people of color, Indigenous people and women in registered apprenticeship programs, DLI is requiring applicants to estimate the number of people it will serve and the number of those who will enter registered apprenticeship programs. Because this can only be a best estimate, grantees are not expected to “guarantee” that number.

9. How much funding can our organization apply for?

There is \$100,000 available in funding for calendar year 2023. It is expected that funding will be awarded to up to five organizations. While you can apply for as much funding as you would like, average awards have recently been \$15,000 - \$25,000 per organization per year.

10. How can we find out what the allowable reimbursement rate is for staff travel expenses?

Grantee travel will be reimbursed at the applicable IRS rate. The current IRS rate is \$.625/mile.

11. Do we have to fill out the application or can we send our proposal in a different format?

Applicants need to complete the LEAP Grant Application and provide all required documents listed in the RFP and application.

12. What kind of reporting and communication will be required of grantees?

Organizations that receive grant funding will need to submit quarterly invoices and quarterly narrative reports with statistics, along with names and demographic information of program participants and new registered apprentices. Templates will be provided for invoice documents and quarterly reports. Reports with participants' personal information will need to be sent by encrypted email; DLI can provide instruction regarding that process. Organizations will also be required to take part in bimonthly calls with DLI.

13. How should we calculate indirect costs for the LEAP Grant?

Indirect Costs are costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. A grantee may utilize one of two methods to calculate and seek reimbursement for the LEAP grant.

- A. Your organization's current negotiated indirect rate/method. You will be asked to provide evidence and supporting documentation for how the rate was calculated/applied.

B. If your organization does not have a current negotiated indirect rate, you may use the 10% “de minimis rate”. The de minimis rate of 10% is applied to your modified total direct costs. Modified total direct costs are actual compensation costs (salary/wages/fringe benefits) of staff whose time is directly identifiable to the final cost objective, and also materials and supplies, services, and travel that can be assigned to the final cost objective.

14. How do you define community-based organization?

A community-based organization is a public or private nonprofit organization which is governed and operated by the specific community it serves and provides education or related services to individuals in that specific community. For the purposes of this grant, community-based organizations should specifically serve people of color, Indigenous people, and/or women.

15. Can two partners both apply for LEAP grant funding?

Yes, if grant funds were used for different types of services. For example, one partner could provide training, while another could provide support services. However, participants/registered apprentices may only be counted toward one partner’s grant goals. Grant partners may not “double-dip” on participant counts for grant outcomes. To avoid double counting only one organization could count the participant/registered apprentice toward grant goals.

16. What if I have more questions?

Questions may be submitted by phone or email to Betsy Adamson at 651-284-5196 or ApprGrants.DLI@state.mn.us up until 4:30 p.m. Central Time, on Nov. 30, 2022.

Answers to questions will be added to this FAQ and posted within three business days of receipt. The final update will be made Dec. 7, 2022.

The LEAP RFP, Application and FAQ can be found on the DLI website at www.dli.mn.gov/business/workforce/apprenticeship-funding-opportunities under LEAP Grants.

Minnesota Statute 178.11 Labor Education Advancement Grant Program states:

The commissioner shall establish the labor education advancement grant program for the purpose of facilitating the participation of minorities and women in apprenticeable trades and occupations. The commissioner shall award grants to community-based organizations serving the targeted populations on a competitive request-for-proposal basis. Interested organizations shall apply for the grants in a form prescribed by the commissioner. As part of the application process, applicants must provide a statement of need for the grant, a description of the targeted population and apprenticeship opportunities, a description of activities to be funded by the grant, evidence supporting the ability to deliver services, information related to coordinating grant activities with other employment and learning programs, identification of matching funds, a budget, and performance objectives.

Each submitted application shall be evaluated for completeness and effectiveness of the proposed grant activity.