

FAQ for labor standards outreach grant (2026)

Are for-profit companies that serve focus communities eligible to apply for this grant?

Only **nonprofit organizations** are eligible for grant funding.

We're not legal experts in labor standards—should we still consider applying?

Yes. The **Minnesota Department of Labor and Industry (DLI)** will provide training and offer materials that you can use or adapt for outreach and education.

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

Not necessarily. While grantees may create outreach materials, **DLI provides materials** that can be adapted to meet the needs of your community, including multiple language materials. Creating and adapting informational materials is an allowable expense, but **DLI must review and approve all materials** before distribution.

How is grant funding awarded?

This is a **competitive grant**. Applications are reviewed and scored by a committee using criteria outlined in the Request for Proposal. The committee's recommendations are sent to the DLI commissioner, who makes final award decisions based on those recommendations, applicant risk factors, available funding, and grant priorities.

What types of information will be required for quarterly reporting?

DLI will provide **reporting templates**. Reports should reflect the activities and goals outlined in your application's workplan. DLI wants to understand your ongoing efforts, community engagement, and progress toward stated objectives.

Are the reporting templates available?

Yes. Templates are available to assist grantees with required reporting after a grant is awarded. These templates are provided for reference only and are not required as part of the application submission. View or download the reporting templates: [Word](#) and [Excel](#).

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

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.

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.

Can one organization apply as the lead grantee and include other organizations as subgrantees to carry out grant activities?

This grant round does not support formal collaborations or lead/subgrantee project structures. Each organization must apply independently.

Is this RFP focused primarily on worker/employee education, or are applicants encouraged to propose employer outreach/engagement as well?

This RFP is primarily focused on educating Minnesota workers, especially those in low-wage or high-violation industries, immigrants, and others facing barriers to legal rights information—about their protections under labor standards laws. While employer outreach may be included as part of a broader strategy, the main focus must remain on worker-centered, culturally relevant, and accessible education and outreach.

Should the funding request be budgeted over the course of an 18-month grant term? Is the maximum still \$50,000?

Yes, the funding request should be budgeted over the full 18-month grant term. The maximum award is \$50,000 total for that period.

If funds are used prior to 6/30/2027, is that acceptable as long as outcomes are met?

Grant funding is expected to support projects for the duration of the grant term, and the funding request should be budgeted over the full 18-month grant term to ensure that resources are available to sustain the project through its full duration. Situations may arise where grantees spenddown grant funds sooner than expected, but project activities must continue through the full 18-month period as outlined in the grant workplan. Significant changes to a project's scope of work, budget or timelines are subject to DLI approval.

If we have a partner organization we plan to work with, can we apply as a joint application? And would the cap still be \$50,000?

Under this grant program, applications must be submitted by individual organizations. As stated on page eight of the RFP, joint or collaborative applications involving multiple organizations or subrecipients are not eligible. However, you are welcome to work with partner organizations as part of your outreach or implementation strategy. The applying organization must be the sole grantee and responsible for all grant activities and reporting. The maximum award remains \$50,000, regardless of any informal partnerships.

Is it possible to receive grant funds from DLI before corresponding work is performed?

There are very limited situations when this may be possible. Please contact the grant administrator directly to discuss your specific situation.

Can funds be used to furnish lactation rooms?

Using grant funds to build or remodel employer lactation rooms falls outside of the primary grant objective, to engage and educate workers. It's possible that grant projects could include some work that would support the creation of lactation rooms in other ways, as a secondary outcome.

Can the grant money be used to fund micro-grants to local coalitions to support their own outreach efforts?

Under this grant program, applications must be submitted by individual organizations. As stated on page eight of the RFP, joint or collaborative applications involving multiple organizations or subrecipients are not eligible.

As part of our proposed grant program, we would like to host an educational event that would include some food and refreshments for attendees. Are food and refreshment cost an allowed grant expense?

Food, beverages, and party supplies are an ineligible expense for this grant program. Other ineligible grant program expenses are listed on page 15 of the RFP.

Our organization provides legal rights education, outreach and legal representation. Does the grant require us to refer workers to DLI if there are potential wage and hour violations?

This grant focuses on educational engagement and outreach to workers about their rights under Minnesota labor standards laws. If organizations interact with workers who are potentially facing labor standards violations in their workplace, they may decide to refer those individuals to DLI but would not be required to do so.

Our organization supports workers in Minnesota and in a neighboring state. Would we be able to use grant funds to support the creation of an informational handout that is not exclusively for Minnesota workers, and includes information about worker rights from the other state and federally?

Grant funds can be used for work performed or work products, such as informational handouts, to reach workers in Minnesota. If a work product, like an informational handout is used in multiple states but supports the goals of this grant, then the portion of its cost related to use in Minnesota may be eligible for reimbursement with these grant funds. As noted in the Outcomes section on page six of the RFP, materials distributed under this grant must either be DLI created or DLI approved.

Would we be working with a specific contact person from your team? If so, how involved would they be? For example, would a representative or liaison participate in workgroups, listening sessions, or outreach efforts periodically?

For any questions related to the grant or a main point of contact, please reach out to Melissa Parra-Huizar at melissa.parra-huizar@state.mn.us or by phone at 651-509-9315. The Labor Standards Division will be available to support grant events and initiatives, though our participation isn't required.

What will the training sessions look like?

Training sessions are required for all grant recipients. They will be conducted online and are intended for staff directly involved in grant implementation. These sessions are not designed for individuals those focused solely on reporting or administrative financial management. The purpose of the training is to support your work and ensure a consistent understanding of labor standards requirements across all grantees. Topics will include earned sick and safe time, the Women’s Economic Security Act, protections against retaliation, required breaks and other relevant labor laws.

What is the grant period?

The term of the grant period is anticipated to be from Jan. 5, 2026, or the date the contract is fully executed, whichever occurs later, until June 30, 2027.

How will the data from the quarterly progress reports be used?

The data collected through the quarterly progress reports will help the Labor Standards division track progress, identify trends, and assess the overall impact of the work. It may also inform technical assistance, guide future funding decisions, and support reporting to stakeholders. We aim to use this information constructively to strengthen our collective efforts.