

Paid Leave Grant Project
FAQs
July 15, 2014

- 1. Does the agency that submits the narrative need to be a state agency or can an academic institution or NGO be the agency?**

The announcement states, “We invite each governor to submit a letter of interest through a designated state agency;” hence, the designated state agency is the applicant. State agencies have the liberty to design their study using an infinite number of structures. These designs may include, but are not limited to collaborations with academic institutions or NGOs.

- 2. Is there a specific expectation regarding the level of involvement or responsibilities of the team members? Are there particular tasks or roles that team members should play, or a particular level of involvement expected, other than what would be associated directly with execution of the research associated with the grant? We were considering asking some stakeholders to participate in an advisory role, but wanted to clarify the responsibilities of a team member before we reach out to invite people to participate.**

The announcement states, “We invite each governor to submit a letter of interest through a designated state agency;” hence, the designated state agency is the applicant. State agencies have the liberty to design their study using an infinite number structures. As such, the state agency has discretion as to the role and level of responsibility team members would play.

- 3. Are the Territories eligible applicants?**

Yes, territories are eligible to apply for the Paid Leave grant opportunity.

- 4. Is this opportunity limited to studies regarding the Family Medical Leave Act or will other aspects of analysis concerning accrued leave etc. be acceptable?**

This funding opportunity is not limited to the Family Medical Leave Act (FMLA). The funding opportunity states on page one:

Grantees may use the funds to carry out research and analysis activities in the categories listed below, which focus on advancing a state’s work to develop or implement a state paid leave program:

- 1) Statistical analysis such as feasibility, cost benefit and actuarial studies;
- 2) Economic impact analysis;
- 3) Financing eligibility and benefit modeling and;
- 4) Education outreach and marketing analysis for implementation purposes.

. . . . The letter must also describe which one or more of the four research activities, outlined above, your state would like conduct”

5. Is DOL prioritizing those grant applications that seek to complete more than one area (or all four areas)?

We will select states for participating based on (1) a clear description of strategies the state intends to implement, (2) how the activities and deliverables identified will advance the state's efforts to explore, implement or expand a state paid leave program; and (3) a solid financial infrastructure that demonstrates proper resource management.

6. If our state already has an FMLA policy can we still participate?

Yes – all states, the District of Columbia and territories are eligible to participate.

7. Is the District of Columbia eligible to participate?

Yes.

8. If we submit our application, but do not have a letter of support from our governor, will our application be accepted?

Applications that do not contain a letter of support from your governor will not move forward to the merit panel review. Applications must contain all of the required documents listed in the announcement. These requirements are:

1. A letter of interest that briefly describes the current status of any existing paid leave program in your state or the level of interest and status of development of any possible future program, the goals and characteristics of the existing or contemplated program, as well as major legislative, legal, budgetary or other obstacles and challenges to implementation. The letter must also describe which one or more of the four research activities, outlined above, your state would like to conduct and how the activities will support or advance the ability of the state to implement a new or expand an existing state paid leave program. The letter must:
 - a. Describe the research and analysis design, including:
 - i. The objective of the research and analysis study.
 - ii. The type and source of data to be collected or used.
 - iii. The type of analysis to be conducted.
 - iv. The **list of team members** who will implement the study and analysis, including, but not limited to, state employees and experts representing key stakeholder organizations with knowledge and expertise in this area.
 - v. The specific activities for which you will use the money, including proposed deliverables, milestones, and timelines.
 - b. Demonstrate your state's commitment to building a knowledge base needed to explore, develop, implement or improve a state paid family and medical leave program, and sharing such knowledge and promising practices with non-participating states or municipalities in upcoming webinars and other virtual events;

- c. Include a letter of support from the Governor;
- d. Be signed by the State Agency Administrator; and
- e. Be written in 12 point font with one inch margins and no longer than six double-spaced pages.

2. A signed SF-424, Application for Federal Assistance

3. SF-424A, Budget Information Form; and

4. A Budget Narrative that provides a description of costs associated with each line item on the SF-424A.

9. Does DOL have general frequently asked questions concerning application deadlines, grants.gov etc.?

Yes, ETA has a webpage with Grant Application Tips that contains helpful information on deadlines, grants.gov and other technical submission tips. The address for this webpage is http://www.doleta.gov/grants/Nonresponsive_Improvements_FAQs.cfm.

10. When are applications due? Can we forward required applicant information outside of the official application submission?

Applications are due July 28, 2014, at 4:00:00pm Eastern Standard Time. Information should not be forwarded outside of the official application submission. If we receive information outside of the official application submission, we will not include or consider the information.

11. Are Women's Commissions eligible to apply for the grant?

Only Women's Commission that is a state commission, at a cabinet level agency, rather than a city or county commission is regarded as a state agency and can be designated by the governor as an applicant. Verification, such as authorizing state law, must be included in the application.