

Frequently asked questions for the Recognized Apprenticeship Preparation Program Grant

Updated March 6, 2026

What is the goal of the Recognized Apprenticeship Preparation Program Grant?

This grant seeks to support career readiness or employment preparation programs in Minnesota to become a Minnesota Department of Labor and Industry (DLI) [recognized apprenticeship preparation program](#) (pre-apprenticeship program).

This grant is fully funded through a \$4.7 million State Apprenticeship Expansion Formula Grant (Award # 24A60AP000057) that DLI received from the U.S. Department of Labor/Employment and Training Administration. ALN/CFDA number 17.285. This grant seeks to support career readiness or employment preparation programs to become a Minnesota Department of Labor and Industry (DLI) recognized apprenticeship preparation program (pre-apprenticeship program).

Who can apply for the Recognized Apprenticeship Preparation Program Grant?

The grant program seeks proposals Minnesota community-based organizations, workforce development agencies, non-profits and registered apprenticeship programs who demonstrate capacity, experience and relationships with administering an apprenticeship preparation program. Multi-organizational collaboratives are not allowed for this grant.

What is the period of performance?

May 1, 2026, or the date the contract is fully executed, whichever occurs later, through June 30, 2027.

What are Indirect costs?

Indirect costs are costs incurred for a common/shared purpose benefitting more than one objective for the grantee. The costs are not easily assignable to a specific objective. Indirect cost examples include salaries for executive director, front desk receptionist, square footage of space occupied by indirect staff or general office supplies available to all employees.

A grantee may utilize one of two methods to calculate and seek indirect reimbursement for the grant.

- Your organization's current federal negotiated indirect rate. You will be asked to provide your Negotiated Indirect Cost Rate Agreement showing your approved federal rate as supporting documentation of the rate used.
- If your organization does not have a current federally negotiated indirect cost rate agreement, you may use the 15% "de minimis rate". The de minimis rate of 15% is applied to your modified total direct costs.

What is the process for getting grant funding?

Submit an application before the submission deadline. After the application period ends, all eligible applications will be reviewed. After the review, awards will be made by DLI's commissioner and awardees will be notified. Prior to any grant spending, a fully executed contract will need to be signed.

Prior to a contract, the grant awardee will need to register in the state of Minnesota's Statewide Integrated Financial Tools (SWIFT) system for accounting purposes. That can be done before grant awards are made. You can find information on the [SWIFT website](#). Visit the [SWIFT help desk](#) if you have additional questions.

What is SWIFT?

It's Minnesota's financial management system used for accounting, procurement, vendor payments, and budgeting. All organizations receiving payments from the state of Minnesota must be registered in SWIFT as a supplier. SWIFT is Minnesota's financial system used to process vendor payments. **To receive payment, you must create a supplier account in the Supplier Portal.**

[Register or verify your supplier account here.](#)

As a sub-awardee on this grant, you only need to register as a supplier in SWIFT — you do not need to complete additional state procurement registration steps. The information required for supplier registration is minimal, including:

- Legal business name
- Tax Identification Number (TIN or SSN)
- Contact information
- Banking details for ACH payments

For guidance, see the SWIFT Supplier Portal Help or contact the Vendor Help Desk at:

- Email: vendorhelp.mmb@state.mn.us
- Phone: 651-201-8100 (option 1)

Open licensing requirements

Any new course planning and curriculums developed with grant funds needs to be broadly shared, see below Creative Commons Attribution 4.0 definition:

“Intellectual property developed under this contract must be licensed under a Creative Commons Attribution 4.0 (CC BY 4.0) license, which allows subsequent users to copy, distribute, transmit, and adapt the copyrighted work and requires such users to attribute the work.”

What is the Unique Entity Identifier (UEI) number?

All organizations applying for federal funding must have a Unique Entity Identifier (UEI). A UEI is a unique twelve-character ID number that is used to track how the federal grant is allocated. [Register for or verify a UEI number](#). As a sub-awardee on this grant, you only need to get a UEI and not register in SAM.gov (no entity registration required). The information required for getting a UEI ID without registration is minimal, see [GSAFSD](#)

[Tier 0 Knowledge Base - What's the difference between only getting a Unique Entity ID \(UEI\) and registering your entity?](#)

What is Apprenticeship Minnesota?

Apprenticeship Minnesota helps employers develop and register apprenticeship programs and promote workforce diversity through outreach and education. Employers design their own programs that provide apprentices with specific skills, training and job-related instruction tailored to the company's needs.

What is registered apprenticeship?

Registered apprenticeship is a successful and innovative employee training model that can be designed to meet employers' needs to recruit, train and retain talent. From day one, an apprentice earns, learns and works for their employers as they receive structured on-the-job (OJT) training and related classroom instruction (RTI). Registered apprenticeship programs help businesses develop highly skilled and motivated employees, reduce turnover rates, increase worker productivity and lower the cost of recruitment.

How is registered apprenticeship different from other types of work-based training models?

There are several factors that differentiate registered apprenticeship from other training models.

1. Registered apprentices earn wages from their employer while training.
2. Registered apprenticeship programs provide both on-the-job training and accompanying related classroom training.
3. OJT learning is conducted on an actual job site under the watchful eye of a mentor; and
4. The completed training results in an industry-recognized and portable credential.

What is a Recognized Apprenticeship Preparation Program?

A Recognized Apprenticeship Preparation Program is designed to prepare individuals to enter and succeed in a registered apprenticeship program. Using guidance provided by the U.S. Department of Labor's Office of Apprenticeship, programs must include the following elements:

1. Training and curriculum aligned with the skills and competencies, which includes meaningful hands-on training, needed to meet minimum selection criteria for entry into approved registered apprenticeship programs in Minnesota.
2. Access to supportive services to assist individuals with entry into a registered apprenticeship program and retaining employment.
3. Opportunities to attain at least one industry-recognized credential during the preparation program.
4. A documented partnership with one or more registered apprenticeship programs indicating their support for the apprenticeship preparation program.
5. An outreach strategy to increase opportunities for all populations to participate in a registered apprenticeship program.

[View more information about the Recognized Apprenticeship Preparation Program.](#)