

# Frequently asked questions for the Multi-Employer Registered Apprenticeship Program Grant

## Updated

### What is the goal of the Multi-Employer Registered Apprenticeship Program Grant?

This grant is intended to support the design of new multi-employer, sector-specific, registered apprenticeship programs (RAPs) across targeted industries, including information technology, manufacturing, health care, hospitality and the public sector. These new RAPs will provide a sustainable infrastructure for small and medium-sized employers to more easily connect to a RAP and to cost-effectively meet their workforce needs.

This grant is fully funded through a \$979,062 State Apprenticeship Expansion Formula Grant (Award # 25A60AP000157-01-00) that DLI received from the U.S. Department of Labor/Employment and Training Administration. The Multi-Employer Registered Apprenticeship Grant seeks to provide funding to support identified employer associations in developing and registering new multi-employer registered apprenticeship programs. These registered programs will be designed to serve multiple employers across targeted industries: information technology, manufacturing, health care, hospitality and the public sector.

### Who can apply for the Multi-Employer Registered Apprenticeship Program Grant?

The Multi-Employer Registered Apprenticeship Program Grant seek proposals from employer associations and apprenticeship committees.

The grant program is intended for employer associations and apprenticeship committees that aim to support multiple employers within information technology, manufacturing, health care, hospitality and the public sector. Prospective applicants must possess the organizational capacity and industry relationships necessary to develop, register, and sustain a multi-employer registered apprenticeship program in partnership with the Minnesota Department of Labor and Industry's Apprenticeship Division.

To be eligible for funding, applicants must:

- meet the application deadline.
- submit a complete application with supporting documents as appropriate.
- serve at least three employers in Minnesota by April 30, 2028; and
- register at least six apprentices in Minnesota by April 30, 2028.

### What is an employer association?

An employer association is a membership organization that aims to promote and protect the interests of its members, who are typically engaged in similar commercial activities. These associations serve as a collective voice for their members, advocating favorable policies, sharing information and providing networking opportunities.

They can range from local chambers of commerce to national trade associations, each focusing on specific industries or business sectors.

## What is the period of performance?

May 1, 2026, or the date the contract is fully executed, whichever occurs later, through April 30, 2028.

## 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 use one of two methods to calculate and seek indirect reimbursement for the grant.

- Your organization's established federal indirect cost rate. You will be asked to submit your Negotiated Indirect Cost Rate Agreement showing your approved federal rate.
- If your organization does not have a current negotiated indirect rate, 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?

Apply 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.

## What is SWIFT?

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

SWIFT is 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](mailto: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.”

## How can we register for the RFP webinar? Will the webinar be recorded?

The link for the RFP webinar is posted on the grant website at:

<https://www.dli.mn.gov/business/workforce/multi-employer-registered-apprenticeship-program-grant>. The webinar will take place Jan. 28, 2026, at 2 p.m. CDT. [Register here for the webinar](#). A recording will be posted on the website.

## 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 RAP that provides apprentices with specific skills, training and job-related instruction tailored to the company's needs.

## What is registered apprenticeship (RA)?

Registered apprenticeship is a successful and innovative employee training model that can be designed to meet employers' needs to recruit, train and retain 21st century 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). RAPs 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 programs from other training models.

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

