

Frequently asked questions (FAQs)

Registered Apprenticeship for Minnesota Workforce Boards Grant

Updated May 16, 2025

What is the goal of this grant program?

This grant is fully funded through June 30, 2027, by a \$4,700,00 State Apprenticeship Expansion Formula Grant (Award # 25A60AP000057) that the Minnesota Department of Labor and Industry (DLI) received from the U.S. Department of Labor/Employment and Training Administration. This grant seeks to expand registered apprenticeship by providing funding to Minnesota workforce boards to serve as a registered apprenticeship program (RAP) sponsor and/or a regional hub.

What is a registered apprenticeship program?

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 learning and related classroom instruction. 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 from other training models.

- Registered apprentices earn wages from their employer while training;
- RAPs provide both on-the-job learning and accompanying related classroom training;
- On-the-job learning is conducted on a job site under the watchful eye of a mentor;
- The completed training results in an industry-recognized and portable credential; and
- DLI administers a formal registration process and completes annual program reviews to ensure programs meet state and federal apprenticeship requirements.

Who can apply for the Registered Apprenticeship Minnesota for Workforce Boards Grant funding?

The grant program seeks proposals from Minnesota workforce boards looking to create career opportunities through the development of a RAPs serving their communities. Applicant must be able to provide programming for apprenticeable occupation(s) with priority given to workforce boards serving communities in greater Minnesota.

- Applicants must have participated in the Registered Apprenticeship Technical Assistance Cohort hosted by DLI.

- Must be able to provide apprentices with supportive services through WIOA or other providers, if needed.

What is the period of performance?

The period of performance for this grant is from the date the grant contract with DLI is fully executed, until April 30, 2027.

What are the targeted industries for this grant?

For this grant, the following industries are considered “targeted” for the development of new or expanding apprenticeship programs: education, information technology, advanced manufacturing, health care, hospitality, the public sector, and construction.

What’s the process for getting grant funding?

Applications are accepted April 1, 2025, through 4 p.m. on May 30, 2025. After the review, awards will be determined by DLI’s commissioner, then applicants will be notified if they were or were not awarded grant funding.

Prior to a contract, the grant awardee will need to register in the State of Minnesota’s SWIFT system for accounting purposes. That can be done even before grant awards are made. You can [find information on the SWIFT website](#). For help with questions, [visit the SWIFT help desk](#).

Prior to any grant funding being expended, a fully executed contract must be signed.

Can grant funds be used to pay apprentice wages?

No, funds cannot be used to pay apprentice wages.

Open licensing requirements

Any new curriculum developed with grant funds needs to be broadly shared. See below for 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.”

Will there be an informational session for the RFP?

Yes. Yes. Monday, April 21, 11:30 a.m. – 12:30 p.m.

Our organization didn’t participate in the Registered Apprenticeship and the Workforce System Training Series. Will there be another opportunity?

If grant funds are not fully expended, Apprenticeship Minnesota will issue another round of funding next year, and a similar technical assistance cohort will be available.

What is the Unique Entity Identifier number?

All organizations applying for federal funding must have a Unique Entity Identifier (UEI). A UEI is a unique 12-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 at DLI helps employers develop and register apprenticeship programs. Employers design their own RAP that provides apprentices with specific skills, training and job-related instruction tailored to the company's needs.

Where can a listing of “apprenticeable” occupations be found?

The U.S. Department of Labor (USDOL) provides a [list of all “apprenticeable” occupations](#). This list is updated on a regular basis.

Many questions on the application are multi-part questions. Is the word count limited to the total combined words for all parts of that question?

The word count is for that specific question in its entirety, including the multi-part questions. The word count noted in the application is to be used as a guide to maintain the spirit of grant competitiveness and fairness in the application review processes; there is some flexibility in the count as long as the answer remains succinct.

Will there be in-person grant required meetings in the Twin Cities we need to build into the budget for travel?

No. All meetings required by the grant manager will be via Teams video call. If an in-person meeting is required, the grant manager will travel to your office.

Can the budget include costs for computers/software for staff funded under the grant as part of tools/supplies/materials?

Yes. IT purchases up to \$4,999 are eligible expenses under the tools, supplies and materials budget category. IT purchases must be related to the startup, management or administration of a registered apprenticeship program.

Can we build in costs for graphic design of outreach materials or advertising related to raising awareness among jobseekers about apprenticeship?

Yes. This would be considered a contracted expense. However, USDOL has language around intellectual property rights, publicity and endorsement. This language will be addressed with awarded grantees as contracts are developed.

If applying as a regional hub, can funds to support or incentivize employers to create registered apprenticeship programs be included in the budget?

No. There is a current RFP to support and incentivize employers to develop a registered apprenticeship program. Information on this opportunity can be found here: [New and Expanded Registered Apprenticeship Program Grant](#).

If applying as a regional hub, can the tools/supplies/materials budget line be used to purchase a laptop for staff conducting outreach to employers/apprenticeship applicants?

Yes. The purchase of a laptop (under \$4,999) that will be used by grant staff is allowable. This should be under the tools/supplies/materials budget line. However, the laptop cannot be purchased for contractor use.

If applying as a regional hub, can the tools/supplies/materials budget line be used to purchase a cell phone?

No. Cell phones are not an allowable expense under this grant.

Can the contracted services budget line be used to pay for community outreach contractors to assist with outreach to jobseekers about apprenticeship?

Yes. The contract services budget line can be used for a community outreach contractor.

For help with questions, contact Ruth Taylor at Ruth.Taylor@state.mn.us