

Frequently asked questions for the Aligning Youth Apprenticeships with Registered Apprenticeship Programs (RAP) Grant

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What is the goal of the Aligning Youth Apprenticeships with Registered Apprenticeship Programs (RAPs) Grant?

This grant opportunity is intended to provide funding to Minnesota school districts, charter schools, tribally controlled schools, and service cooperatives to support the establishment of a Minnesota Department of Education (MDE)-approved youth apprenticeship program that includes clear, actionable plans for participants to transition into a registered apprenticeship program (RAP).

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.

Who can apply for the Aligning Youth Apprenticeships with Registered Apprenticeship Programs (RAPs) Grant?

Applicants must meet the minimum requirements in order to be considered for this grant opportunity. If an application does not fully meet these requirements it will not be further reviewed.

Eligible applicants must be Minnesota school districts, charter schools, tribally controlled schools and service cooperatives that can demonstrate the capacity to develop and secure MDE approval for a youth apprenticeship program, and design a clear and actionable plan for participants to transition into RAP.

To be eligible for funding, applicants must also:

- meet the application deadline;
- submit a complete application with supporting documents as appropriate; and
- be an eligible applicant.

What is the period of performance?

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

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 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.

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

Registered apprenticeship programs are regulated by the Minnesota Department of Labor and Industry. Youth apprenticeship programs and other work-based learning training models provided during the school day are regulated by the Minnesota Department of Education.

There are several factors that differentiate RAPs 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.

What is youth apprenticeship?

Youth apprenticeship programs are approved career and technical education programs that provide 11th- and 12th-grade students with in-depth technical instruction both at school and at an employer partner's worksite. In this program, students participate in a career seminar course, at least 120 hours of related technical instruction, 50 hours of safety training and 450 hours of paid work experience which is governed by an industry recognized checklist. Participating students are supervised by both an employer mentor and a licensed work-based learning coordinator.

Minnesota's registered apprenticeship program is separate from the youth apprenticeship program administered by MDE. Currently, work hours completed in a youth apprenticeship program do not transfer to the registered apprenticeship program.

What is a career and technical education program?

Career and technical education (CTE) programs are a sequence of courses that integrate core academic knowledge with technical and occupational knowledge and skills to provide students with a pathway to postsecondary education and careers. CTE provides opportunities to explore high-demand career options and gives students the technology and skills needed for success in adult life.

[View more about CTE.](#)

What is Apprenticeship Minnesota?

Apprenticeship Minnesota is the state apprenticeship agency housed within DLI. It oversees, regulates, and supports registered apprenticeship programs throughout the state. Apprenticeship Minnesota at DLI 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 are indirect costs?

Indirect costs are costs incurred for a common/shared purpose, benefiting 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
- Phone: 651-201-8100 (option 1)

Open licensing requirements

Any new course planning and curriculum 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?](#).

Is this money for WBL programs to set up apprenticeships or can it be used to help reimburse businesses for apprenticeships?

Grant funds may be used to develop a new youth apprenticeship program or expand an existing youth apprenticeship program that includes clear, actionable plans for participants to transition into a RAP. Reimbursing businesses for apprenticeships is not an eligible expense for this grant funding.

Do you have a generic or past grant example where a person can see what is needed or has been used before?

No, a completed application example is not available for this grant. Applicants are encouraged to rely on their professional judgment, expertise and the guidance provided when preparing their submissions. It is also advisable to consult with schools that have established youth apprenticeship or registered apprenticeship programs to gain additional insight into the apprenticeship and implementation process.

If several requestors only asked for smaller funds like \$5,000-\$10,000, would it open it up more opportunities for up to 5 to 10 grants? Instead of just 3 or 4 grants?

For example, if DLI receives seven high-quality applications requesting \$7,000 each and the review committee recommends all of them for funding, all seven may receive awards. However, if DLI receives seven applications requesting \$7,000 each but only three meet the quality standards and are recommended for funding, only those three will receive awards. The remaining applications will not be funded, even if funds are still available, because they did not achieve the required scores and were not recommended by the review committee.

What is the difference between an apprenticeship and an internship?

The key differences involve employment status, structured learning and nationally-recognized credentials.

In a registered apprenticeship, participants are employed from day one in an entry-level role. They typically begin by performing a small portion of the full job under the supervision of a journey worker or mentor. As they progress through a defined curriculum, apprentices advance through wage increases, knowledge and skill levels. Depending on the occupation, apprenticeships generally last two to five years. Throughout the program, apprentices work, earn, and learn, and upon completion, they receive a nationally recognized credential in their field while continuing to work. Many eventually become mentors to new apprentices.

Internships, by contrast, are exploratory, short-term experiences. They may be paid or unpaid and often do not include a structured training plan, wage progression or credential. Internships are not guaranteed pathways to employment, and there is no requirement for employers to hire interns at the end of the experience.

The differences between registered apprenticeship programs and youth apprenticeships are described earlier in this document.

What are the chances there will be another grant like this next year?

At this time, we do not have a definitive answer regarding whether this opportunity will be available in the next year. Please stay tuned for updates and follow DLI Apprenticeship communications and the DLI website for the most current information.

Do apprenticeships need to be in specific career fields such as plumbing or electrical for the grant?

Short answer: No. In the youth apprenticeship model, participation is determined by the school or school district, the work-based learning coordinator through MDE, and the employer interested in offering a youth apprenticeship. Youth apprenticeship programs vary widely across the state, and each partnership is developed locally.

Registered apprenticeships, by contrast, operate very differently. Approximately 85% of registered apprenticeship programs in Minnesota are in the building and construction trades. Additional programs exist in utilities, manufacturing, the public sector (including K–12 teaching) and health care, with continued growth across these fields.

Registered apprenticeship is a voluntary system for employers and employer associations. Expansion depends on employer interest and commitment, as they must opt in and agree to sponsor and support apprentices.

Is there a good link for schools to share with area employers/manufacturers to help get them on board?

DLI, MDE, work-based learning area units and several work-based learning coordinators across the state collaborated to develop a [Work-based Learning Handbook](#). This guide is designed to support work-based learning coordinators in their conversations with employers. It outlines the requirements of youth apprenticeship and describes the pathway from youth apprenticeship to registered apprenticeship.

This resource may be helpful. You can [download the Work-based Learning Handbook here](#), and you can visit [MDE's WBL webpage here](#).

Is there a list anywhere of businesses enrolled in registered apprenticeship programs?

Interested students, job seekers and members of the general public can access the resources below to explore registered apprenticeship opportunities. By selecting an occupation, users can view all registered apprenticeship programs associated with that occupation, including program contact information and an overview of the application process.

State of Minnesota - Apprenticeship Program Application Directory (DLI Apprenticeship Division): <https://www.dli.mn.gov/business/workforce/registered-apprenticeship-program-application-directory>
National and State Apprenticeship Finder (U.S. Department of Labor): [Apprenticeship Finder | Apprenticeship.gov](#)

As an HVAC company, do we need to go through the school first [for this grant]?

For the purposes of this grant, yes. If you are an employer, please reach out to a school that may be interested in applying for this funding opportunity.

Additionally, if your company is interested in establishing a registered apprenticeship program and does not currently have one, you may contact the DLI's Apprenticeship Division. They will connect you with the appropriate staff members who can provide guidance and support throughout the registration process. For further information, you can send an email to mahdi.surosh@state.mn.us.

Is it required for youth apprenticeships to be leading to an existing registered apprenticeship?

The primary goal of this grant is to support schools in developing or expanding youth apprenticeship programs and in creating a clear, actionable plan that enables participants to transition smoothly and seamlessly into a RAP. To be considered for funding, applicants must include at least one letter of commitment from an employer listed as a current or proposed partner in the application along other necessary information described in the RFP. Schools may include multiple letters of commitment if they have more than one employer partner.