

Minnesota Apprenticeship Initiative (MAI) Grant Reimbursement Process

All grant payments will be made to the grantee on a reimbursement basis. MAI grantees can be reimbursed for up to \$5,000 per apprentice after the apprentice has been the program for 90 days. There are three allowable cost categories:

- Apprentice supplies and materials
- Off-set related instruction costs
- Developing registered apprenticeship infrastructure

The MAI grantee will sign the grant contract with DEED and receive a customized Reimbursement Payment Request Form (RPR) with instructions on how to fill it out. The MAI grantee emails the completed RPR form as an attachment to the MAI.Grants@state.mn.us email address. Submissions can be made as often as monthly, or infrequently as quarterly. MAI grantees can expect payment from DEED within two weeks of RPR submission.

The MAI grantee is only required to submit one RPR form per submission but must include documentation that verifies the reimbursement request on behalf of each apprentice.

Examples of acceptable documentation include:

- Apprentice supplies and materials (receipt from purchase or invoice from payment with supply/material in the line item with apprentice's name on it)
- Off-set related instruction costs (invoice from related instruction provider with apprentice's name on it)
- Developing registered apprenticeship infrastructure (copy of timesheet from MAI grantee's human resources staff with his/her signature verifying number of hours/wages contributing to registered apprenticeship development)

After DEED receives the RPR form, apprentice enrollment is verified from the DLI database. DEED will contact the MAI grantee if there are concerns with a reimbursement request.

If an apprentice drops the registered apprenticeship program before they've been enrolled for 90 days, the MAI grantee can enroll a new apprentice and request reimbursement once the new apprentice has been in the program for 90 days. If the MAI grantee collects reimbursement after an apprentice has been in the program for

90 days, but that apprentice does not successfully complete the program, the MAI grantee is not required to refund DEED the reimbursement.