

Frequently asked questions for the Corrections Apprenticeship Preparation Program Grant

Updated March 18, 2026

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

This grant is intended to support registered apprenticeship programs (RAPs) in the building and construction trades to design and develop a new apprenticeship preparation program for incarcerated individuals, preferably those with an anticipated release date within one to two years, to prepare them for reentry into the workforce. This funding will support program development and two apprenticeship preparation training cohorts of 10, for a total of 20 participants at a Minnesota corrections facility.

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. The Corrections Apprenticeship Preparation Grant seeks to provide support planning and piloting of new quality apprenticeship preparation programs with this funding. Funds for apprenticeship preparation program development and training will be used for activities such as planning, curricula development, instructor time, classroom tools, supplies and materials.

Who can apply for the Corrections Apprenticeship Preparation Program Grant?

The Corrections Apprenticeship Preparation Program Grant seek proposals from RAPs in the building and construction trades based in Minnesota.

Eligible applicants must be organizations with an existing, active RAP in the building and construction trades; demonstrate the capacity to develop and implement apprenticeship preparation programming that supports and trains currently incarcerated individuals in Minnesota; and be registered and in good standing with both the Internal Revenue Service and the Minnesota Secretary of State.

The grant program seeks proposals from organizations capable of developing and delivering apprenticeship preparation programs within state correctional facilities that provide a direct pathway to enrollment in a RAP upon a participant's release. Applicants must demonstrate organizational capacity and experience working with incarcerated individuals. Prior experience and documented success delivering similar programs are preferred.

To ensure successful program implementation, the awarded organization must coordinate with the Minnesota Department of Corrections.

In addition, to be eligible for funding, applicants must:

1. Meet the application deadline;
2. Submit a complete application with supporting documents as appropriate;
3. Demonstrate the ability to design and develop an apprenticeship preparation program;
4. Serve the focus population listed for this grant program
5. Meet all eligibility requirements outlined in this solicitation.

Who is the grant funding meant to benefit?

Currently incarcerated individuals in Minnesota correctional facilities, preferably those with an anticipated release date within one to two years, who are interested in enrolling in a building and construction trades apprenticeship preparation program and completing a registered apprenticeship program following release.

What is the period of performance?

June 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, 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?](#).

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?

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. 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 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 an apprenticeship preparation program?

An apprenticeship preparation program is designed to prepare individuals with the necessary knowledge, skills and abilities to enter a registered apprenticeship program. These programs are to be at no cost for those participating to attend.

An apprenticeship preparation program must include the following elements:

1. Training and curriculum which provides a minimum of 120-hours of meaningful hands-on training needed to meet minimum selection criteria for entry into a registered apprenticeship program approved 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 approved by the state of Minnesota 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.