

Common Definitions
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**Applicant** – Employer or organization of employers submitting an application for grant funding.

**Authorized Representative** – Person approved and designated by employer or organization of employers to sign and act on their behalf.

**Cost of Training** – Includes the charges of tuition, fees, required books, and required materials from related instruction training provider. “Test Out” fees are not included as reimbursable through the Dual Training Grant.

**DLI** – The Minnesota Department of Labor and Industry oversees the state’s programs for apprenticeship; construction codes and licensing; occupational safety and health; wage and hour standards; and workers’ compensation.

**Dual Trainee** – an employee of an employer who will participate in a dual-training program, working towards competencies through on-the-job training provided by the employer and related instruction provided by the related instruction training provider.

**Dual Training Grant (DTG)** – A grant awarded to employers or organizations of employers to send dual trainees to related instruction training providers to obtain Minnesota Dual-Training Pipeline competencies and industry recognized degrees, certificates, or credentials. The grant also requires that the dual trainee receive part of their training on-the-job, which is not reimbursable under this grant.

**FAFSA** – Free Application for Federal Student Aid (FAFSA) available online through <https://fafsa.ed.gov>. All dual trainees of the Dual Training Grant attending a federal Pell or state financial aid eligible institution MUST apply for the FAFSA.

**Grantee** – Employer or organization of employers awarded grant funding.

**Grant Amount** – The amount of grant funds awarded to a grantee through a competitive process. The grant amount is indicated on the grant award notice and grant contract. The Dual Training Grant amount may not exceed the maximum application amount of \$150,000 (\$6,000 per dual trainee). A grantee can receive a grant for up to four years for each individual dual trainee.

**Grant Contract** – The agreement between grantor and the grantee outlining the terms and conditions of the grant funds. Dual Training Grant contracts are between OHE and the grantee.

**Grant Period** – The start and end date of the grant contract.

**Grantee Representative** – Person working directly on the administration of the grant.

**Letter of Intent** – Application document outlining grant criteria.

**Minnesota Dual-Training Pipeline** – An innovative approach to address current and future workforce needs. The program exists to support employers in creating or enhancing a competency based dual-training approach where workers receive a combination of related instruction strategically paired with on-the-job training.

**Minnesota Dual-Training Pipeline Competency** – A specific skill that a person needs to complete their daily work. Specific Competencies for each industry and occupation are found on the Department of Labor and industries website at <http://www.dli.mn.gov/pipeline>.

**Monitoring** – An overall system of reviewing, tracking, and reporting on state funds.

**Monitoring Visit** – On-site or by telephone visits by the grantor with the grantee. The purpose is to review and ensure grant progress, address any problems before the end of the grant period, and to build rapport between parties.

**OHE** – The Minnesota Office of Higher Education is a cabinet-level state agency providing students with financial aid programs and information to help them gain access to postsecondary education.

**On-the-Job Training (OJT)** – Structured training provided to employees by employers including job shadowing, mentorship, cohort-based training, assignment-based project evaluation, and discussion-based training. OJT is not reimbursable under the Dual Training Grant.

**Related Instruction** – Training provided by a related instruction training provider through classroom, online/distance, or onsite instruction. The Dual Training Grant will reimburse the cost of related instruction only, not program development.

**Related Instruction Training Provider** – Provides training to employees, dual trainees, and students through the use of qualified trainers to achieve competency standards.

**State Financial Aid Application** – Application for undocumented students to apply for state financial aid.

**Training Agreement** – An agreement between the Dual Training Grant applicant and the related instruction training provider to train dual trainees and to provide grantees with progress data.

**Work Plan and Budget** – The document includes the Dual Training Grant dual trainee population, related instruction, individualized training plans, on-the-job training, and budget. The document details an array of dual trainee demographics, course information, on-the-job training activities, and competencies.