



Dual Training Grant 2022 Application Writing Workshop

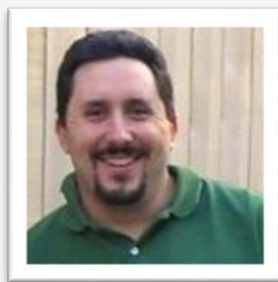
Presented by: Jacquelynn Mol Sletten
in collaboration with the Minnesota Dual-Training Pipeline Team



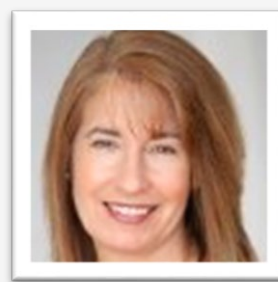
Welcome & Introductions



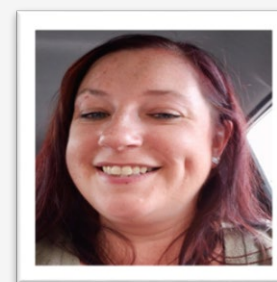
Jacquelynn Mol Sletten
MN Office of Higher Education
Financial Aid Administrator
651.355.0609
Jacquelynn.mol.sletten@state.mn.us



Dan Solomon
MN Dept. of Labor & Industry
Program Manager
651.284.5355
dan.solomon@state.mn.us



Kathleen Gordon
MN Dept. of Labor & Industry
Program Consultant
651.284.5388
kathleen.gordon@state.mn.us



Alana McDevitt
MN Dept. of Labor & Industry
Program Specialist
651.284.5341
Alana.mcdevitt@state.mn.us

Megan FitzGibbon
MN Office of Higher Education
State Financial Aid Manager
651.355.0606
Megan.fitzgibbon@state.mn.us

Annie Welch
MN Dept. of Labor & Industry
Projects & Planning Director
651.284.5353
annie.welch@state.mn.us

Agenda

Welcome, Introductions & Agenda

Navigating Websites

Dual Training Grant Overview

Eligibility

Part I: Application

Part II: Application Documents

- Training Provider Selection
- Dual-Training Program Outline

Part III: Applicable Application Documents

- Financial Review Process
- Application for Exemption from Licensure

Applicant to Grantee Highlights

Questions & Closing





Navigating Websites

MN Dual-Training Pipeline

<http://www.dli.mn.gov/pipeline>

- Tools

- <http://www.dli.mn.gov/business/workforce/minnesota-dual-training-pipeline-tools>

- Events

- <http://www.dli.mn.gov/business/workforce/pipeline-events>

- Partner Employers

- <http://www.dli.mn.gov/business/workforce/pipeline-partner-employers>

- Related Instruction Inventory

- <http://www.dli.mn.gov/business/workforce/pipeline-related-instruction-inventory>

Dual Training Grant

<http://www.ohe.state.mn.us/mPg.cfm?pageID=2160>

- Request for Application

- <http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>

- Workshops & Trainings

- <https://www.ohe.state.mn.us/mPg.cfm?pageID=2427>

- Archive

- <http://www.ohe.state.mn.us/mPg.cfm?pageID=2186>

- Frequently Asked Questions

- <http://www.ohe.state.mn.us/sPages/faq.cfm>



Dual Training Grant Overview

Dual Training Grant Overview

MN Dual-Training Pipeline



mn DEPARTMENT OF
LABOR AND INDUSTRY

2021 Minnesota Statute 175.45:

<https://www.revisor.mn.gov/statutes/cite/175.45>



Dual Training Grant



mn OFFICE OF
HIGHER EDUCATION

2021 Minnesota Statute 136A.246:

<https://www.revisor.mn.gov/statutes/cite/136A.246>

Dual Training Grant Overview



mn DEPARTMENT OF
LABOR AND INDUSTRY

What is the role of the MN Dual-Training Pipeline Team?

- Hold **industry forums** to *inform* and *direct* the team on industry trends and needs through discussion and strategic planning aimed to expand dual training
- Facilitate **competency councils** to *define* and *identify* specific occupational competencies for the four key industries
- Provide **dual-training consulting** to *create* and *disseminate* dual-training resources for employers, employees and dual trainees: toolbox, grants, and expanding mentorship networks to set up dual training

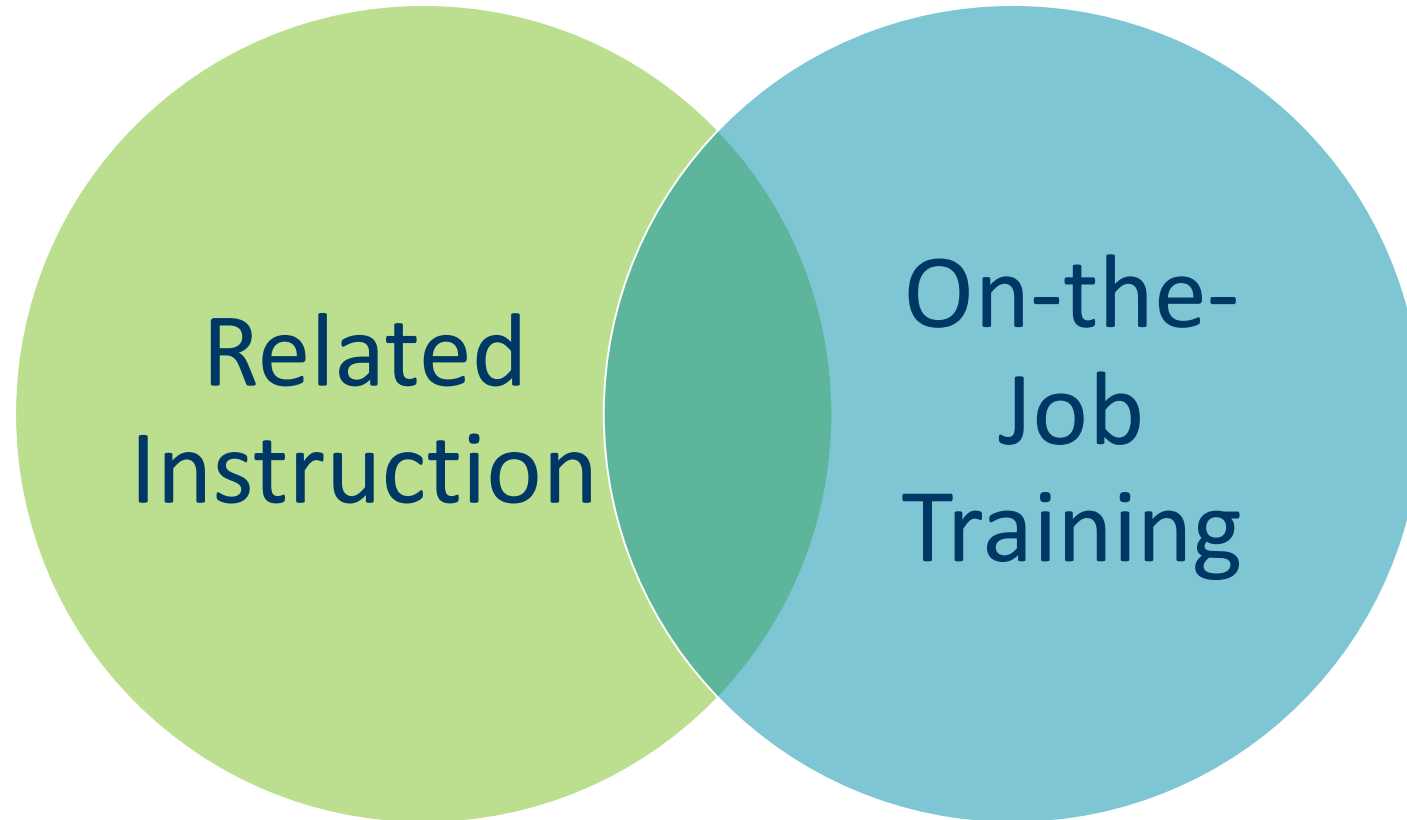
Dual Training Grant Overview



What is the role of the Dual Training Grant Team?

- Create, release, and manage the Request for Application
- Determine and announce grant awards
- Setup and manage grant contracts
- Process grant reimbursement requests
- Provide various trainings and supports
- Conduct grant monitoring
- Collect and analyze annual grant report data
- Write and publish annual grant report

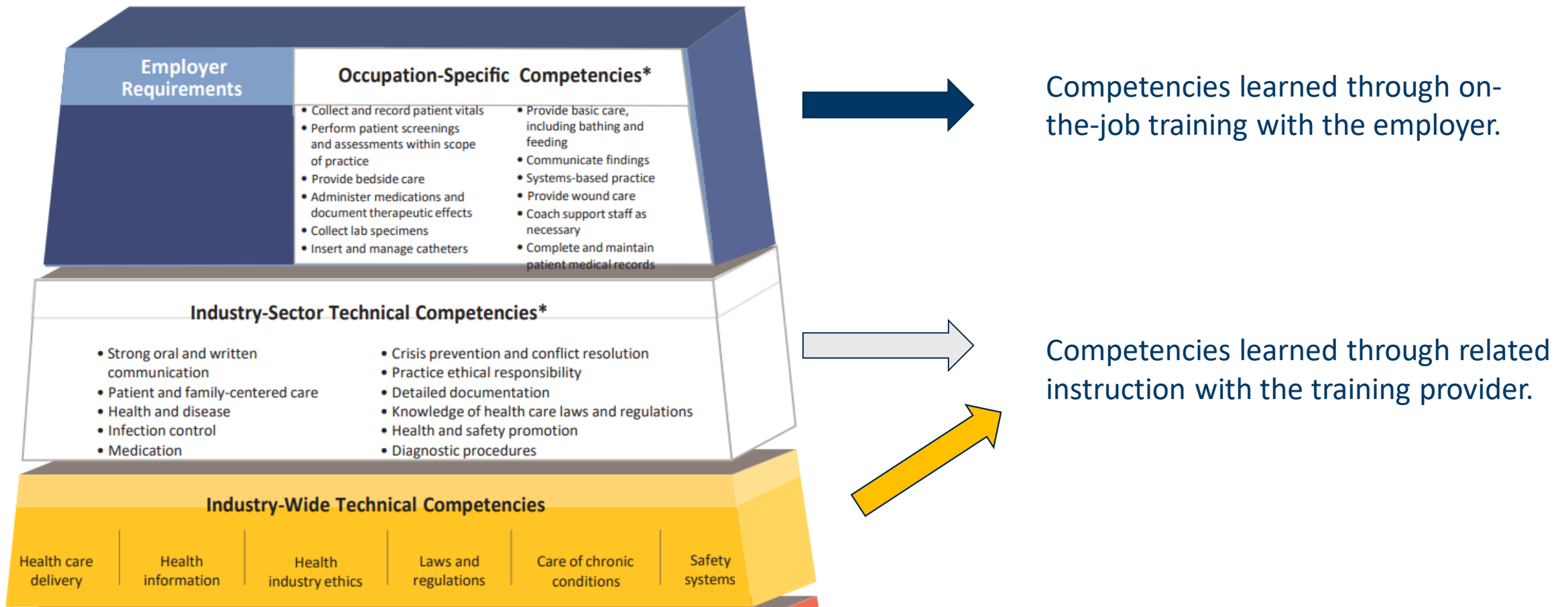
Dual Training Grant Overview



- Business Investment
- Enhance Company Culture
- Improve Retention & Acquisition

Dual Training Grant Overview

Minnesota Dual-Training Pipeline Competency Model for Health Care Services Occupation: Licensed Practical Nurse



Dual Training Grant Overview

- CentraCare Health System, Health Care Services
- Community Dental Care, Health Care Services
- Goodwill-East Seals Minnesota, Information Technology
- Post Consumer Brands, Advanced Manufacturing
- rms Company, Advanced Manufacturing



Korine Carlson, HR Director, Community Dental Care: “These types of programs not only help organizations such as ours, but they help the individual that is really struggling on how to pay for their education or trade program. The Dual Training Grant truly contributes to the filling of vacant skilled jobs and creating skilled workers in the State of Minnesota.”

Todd R. Person, Northfield Plant Technical Director, Post Consumer Brands: “As a state-funded program. The Dual Training Grant has conveyed a significant degree of integrity to our team members. Our employees see the program as an indications of the state’s commitment to the future of food manufacturing in Minnesota.”

Grantee Success

“Click **HERE** for grant handout!”

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>

Dual Training Grant Overview



Blessing Cahill
Cuyuna Regional Medical Center
Crosby, MN



Sam Kaighen
M Health Fairview
Minneapolis, MN



Billy Kor
Bedford Industries
Worthington, MN



Ashley Madoll
Marvin
Warroad, MN

Dual Trainee Success

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2160>



Eligibility

Eligible Applicant

An eligible applicant must meet all of the following:

- Be an employer or organization of employers, which include the following categories:
 - For-Profit Organization
 - Non-Governmental (Non-Profit) Organization
 - Municipality
 - State Agency
 - Tribal Sovereign Nation
- Employ or will employ an eligible dual trainee
- Have or will enter into agreement with a training provider
 - ***NEW*** Agreement must be complete prior to finalizing a grant contract instead of during the application process.
- If annual gross revenue exceeds \$25,000,000 in the previous calendar year, pay for at least 25% of the training provider's charges for the eligible training
 - Wages and/or in-kind contributions cannot be considered as part of the 25%
- If a current or prior DTG recipient, be in good standing on all grant requirements
- If a recipient of other Minnesota State grant programs, be in good standing on all grant requirements.

Eligible Dual Trainee

An eligible dual trainee must meet all of the following:

- Employed (new hire or incumbent) by eligible applicant or employer partnering with eligible applicant
- Physically work at a permanent work location within Minnesota
- Has not attained occupational competency standards prior to the commencement of training
- Will earn an eligible industry-recognized degree, certificate, or credential upon completion of dual-training program

Eligible Training

An eligible related instruction program must meet all of the following:

- Provided by an eligible training provider
- Meets one or more identified competency standards
- Instructor-led for a majority of the training
- Results in the dual trainee receiving an eligible industry-recognized degree, certificate, or credential

NOTES: OHE does not require a minimum number of related instruction credits and/or hours. A dual trainee should be able to complete related instruction within the four year grant maximum.

Eligible Training Provider

An eligible related instruction training provider must operate legally in Minnesota by meeting one of the following standards:

- Operated by the Board of Trustees of the Minnesota State Colleges and Universities or the Board of Regents of the University of Minnesota
- Registered as a postsecondary institution by the MN Office of Higher Education
 - <http://www.ohe.state.mn.us/sPages/PIRInsts.cfm>
- Licensed as a postsecondary institution by the MN Office of Higher Education
 - <http://www.ohe.state.mn.us/sPages/141Insts.cfm>
- Exempt from registration and licensure provisions as approved by the MN Office of Higher Education

Eligible Industry-Recognized Degree, Certificate, or Credential

An eligible industry-recognized degree, certificate, or credential must be one of the following:

- Certificates, diplomas, or degrees issued by a postsecondary institution
- Registered apprenticeship certifications or certificates
- Occupational licenses or registrations
- Certifications issued by, or recognized by, industry or professional associations
- Other certifications as approved by the commissioner

NOTES: Certificate of completion programs, continuing education credits, individual courses, and professional development training are not eligible for grant funds.

Dual Training Grant Overview

Eligible Industries & Occupations

- Advanced Manufacturing
 - <http://www.dli.mn.gov/business/workforce/advanced-manufacturing>
- Agriculture
 - <http://www.dli.mn.gov/business/workforce/agriculture>
- Health Care Services
 - <http://www.dli.mn.gov/business/workforce/agriculture>
- Information Technology
 - <http://www.dli.mn.gov/business/workforce/information-technology>

Eligible On-the-Job Training

Basics of On-the-Job Training:

- Goals of on-the-job training
- Types of on-the-job training
- Tracking on-the-job training
- On-the-job training roles are clear

Five Common Types of Effective On-the-Job Training:

- Job Shadowing
- Mentorship
- Cohort-based training
- Assignment-based project evaluation
- Discussion-based training

NOTES: Instructors of related instruction cannot also provide supervision of OJT. OJT does not include related instruction coursework like practicum, clinical, or internship. Dual Trainees must earn regular wages during OJT. Applicants have flexibility in designing OJT plans. OHE does not require a minimum number of OJT hours. OJT must include at least one of the five common types of effective OJT, and OJT must correlate with related instruction coursework.



Request for Application

Part I: Application

Part I: Application

\$2,500,000 available Round 11

(July 2022 through August 2023)

- Up to \$150,000 per grantee
 - Up to \$6,000 per dual trainee
 - Contract period is one year
- Pays for related instruction tuition, fees, required books/materials
- Reimbursement model
- 25% match of related instruction costs required for grantees with annual gross revenue exceeding \$25 million in the previous calendar year



Part I: Application

Request for Application OPEN: **March 8th**

Request for Application CLOSE: **April 12th**

Award Notices ISSUED: **May 20th**

Mandatory Orientation: **June 1st or 9th**

Prepare Grant Documents: **June**

- ❖ **NEW** - Grantee will need to enter into an agreement with training provider prior to finalizing contract.

Sign Grant Contract: **July**

Begin Dual-Training Program: **August**



Application Checklist:

- Thoroughly read Request for Application
- Reviewed Common Definitions and FAQ
- Consulted with a MN Dual-Training Pipeline Consultant at MN Department of Labor and Industry: <http://www.dli.mn.gov/pipeline>
- Consulted with Related Instruction Training Provider(s)
- Marked calendar with important grant dates



Part I: Application

- Frequently Asked Questions:
<http://www.ohe.state.mn.us/sPages/faq.cfm>
- Frequently Asked **Technical** Questions:
<https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>
 - Posted weekly
 - Last day to submit questions is April 1st at 4PM

NOTES: To ensure fair and equitable processing of applications, OHE will not review and/or comment on draft applications.

Online Application

https://www.ohe.state.mn.us/ssl/DTG/ind_app.cfm

- Submit 1 online application for multiple occupations
- Submit 2 online applications for multiple industries
 - Applications with multiple industries will be scored as one application
- Industries, occupations, or training providers cannot be revised about application deadline

Application Format & Content

<http://www.ohe.state.mn.us/mPg.cfm?pageID=2196>

Demonstration to follow ...



Request for Application Part II: Application Documents

Part II: Application Documents

Training Provider Selection

- **Step 1** – Determine and document training provider selection criteria
- **Step 2** – Gather a minimum of three verbal quotes or bids (per occupation) from training providers OR select training providers from the Targeted Vendor List
- **Step 3** – Select training providers based upon documented criteria (group of two or more)
- **Step 4** – Submit Training Provider Selection document

Demonstration to follow ...

Part II: Application Documents

Related Instruction Inventory

<http://www.dli.mn.gov/business/workforce/pipeline-related-instruction-inventory>

- General guide for potential options
- Not required to partner with listed training providers

Dual Training Provider Directory

<http://www.ohe.state.mn.us/sPages/DTGDir.cfm?sort=div>

- Resource to streamline communication between applicants and training providers

College Search Tool

<http://www.ohe.state.mn.us/sPages/instMap.cfm>

- Colleges and career schools in Minnesota

Part II: Application Documents

Targeted Vendors List

- State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List <http://www.mmd.admin.state.mn.us/process/search/>
- Metropolitan Council's Targeted Vendor list: Minnesota Unified Certification Program <https://mnucp.metc.state.mn.us/>
- Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: Central Certification Program <https://www.stpaul.gov/departments/human-rights-equal-economic-opportunity/contract-compliance-business-development/central>

Part II: Application Documents

Dual-Training Program Outline

- Correlates with the selection criteria
- Be clear and concise
- Minimal graphs and charts to enhance the content

Outline Format & Content

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>

Demonstration to follow ...

Part II: Application Documents

Competitive Priorities

OHE prioritizes awards to previous grantees with continuing dual-trainee populations as a means to support the completion of eligible degrees, certificates, and credentials. Grantees with continuing dual-trainee populations must apply for the grant each year, because the grant does not automatically renew. A dual trainee may benefit from the DTG for a maximum of four years in a lifetime. The years of participation do not need to be consecutive.

NOTES: If applicant is awarded a grant based solely upon priority award criterion, and not the application score, the grantee will only be able to train employees who meet the priority award criterion.

Part II: Application Documents

Selection Criteria and Weight

A review committee of community experts convenes to review and utilizes a rubric to score applications on the following 100-point scale:

- The dual-training program is robust and complete (**50 Points**):
 - Related instruction supports the occupation and aligns with Minnesota Dual-Training Pipeline dual-training competencies (20/50 Points)
 - On-the-job training supports the occupation and aligns with Minnesota Dual-Training Pipeline dual-training competencies (20/50 Points)
 - Related instruction correlates with on-the-job training (10/50 Points)

Part II: Application Documents

Selection Criteria and Weight (cont.)

- The applicant demonstrates ability to recruit, train, and retain dual trainees who are recent high school graduates or who recently passed high school equivalency tests (**10 Points**).
- The applicant demonstrates effort to recruit, train, and retain dual trainees who are of diverse populations and populations experiencing inequities and/or disparities. Diverse populations may include racial and ethnic communities, including American Indians; LGBTQI communities, disability status, veterans, and geographic diversity within and across Minnesota (**10 Points**)

Part II: Application Documents

Selection Criteria and Weight (cont.)

- Direct costs of related instruction (tuition, fees, books, and materials) are minimized for dual trainees (**10 Points**)
- Dual trainees will have additional employment opportunities as a result of dual training (**10 Points**)
- Projected increase in compensation for dual trainees as a result of dual training (**10 Points**)



Request for Application

Part III: Applicable Application Documents

Part III: Applicable Application Documents

Financial Review Process for ALL Applicants

All applicants with annual gross revenue **below \$25,000,000** during the previous calendar year and choosing not to participate in providing 25% toward training providers' charges for training, must submit financial documentation to OHE for review.

Documentation must clearly show dates of **January 1, 2021 through December 31, 2021**.

Examples of documentation are recent certified audits or accounting records signed by accounting management.

Part III: Applicable Application Documents

Financial Review Process for Non-Governmental Organizations (non-profit)

Must undergo a financial review prior to a grant award made of **\$25,000** and higher. Submit one of the following documents with your application, based on the following criteria:

- Grant applicants with annual income of **under \$50,000**, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
- Grant applicants with total annual revenue of **\$50,000 or more and less than \$750,000** should submit their most recent IRS Form 990.
- Grant applicants with total annual revenue of **over \$750,000** should submit their most recent certified financial audit.

Part III: Applicable Application Documents

Application for Exemption from Licensure

Exemption from Licensure Format & Content

<https://www.ohe.state.mn.us/mPg.cfm?pageID=2196>

Training providers who do not have a valid exemption certificate and who may be exempt from licensing requirements are required to complete the Application for Exemption from Licensure document.

Training providers with valid exemption certificates do not need to take further action.



Applicant to Grantee Highlights

Applicant to Grantee Highlights

Mandatory Orientation

June 1st from 10:00 a.m. to 12:00 p.m. or June 9th from 2:00 p.m. to 4:00 p.m.

- Mandatory for grantee and grantee employer partners
- Encouraged for training providers

Welcome Session

August 2022 and January 2023

- Encouraged for dual trainees

Applicant to Grantee Highlights

Training Agreement

- 1 agreement for each training provider included on application
- Must complete prior to executing a grant contract

Work Plan and Budget

- Must complete prior to executing a grant contract

Dual Trainee Participation Agreement

- Each dual trainee must complete prior to beginning dual-training program

Financial Aid Applications

- FAFSA or MN State Financial Aid Application
- Dual trainee must complete prior to a grantee receiving reimbursement

Business with the State

- Must register prior to executing a grant contract

Applicant to Grantee Highlights

Grant Payments

OHE will process payment requests through a method of reimbursement. Allowable grant expenditures are limited to training provider costs directly required by training providers:

- Tuition
- Fees
- Required books
- Required materials

Grant Reporting

All grantees are required to submit one data report to OHE upon completion of the grant contract period or one-year period (whichever comes first). The estimated report deadline is September 2023.

Grant Monitoring

All grantees with awards of \$50,000 and higher are required to submit a monitoring report and attend a monitoring visit.



Questions & Closing

Thank You!